



**HOUSING AUTHORITY  
of the County of Los Angeles**

Administrative Office

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**Michael D. Antonovich**  
Commissioners

**Cordé D. Carrillo**  
Acting Executive Director

March 10, 2009

Honorable Board of Commissioners  
Housing Authority of the  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Commissioners:

**APPROVE A CONSULTING ARCHITECTURAL AND CIVIL ENGINEERING  
SERVICES AGREEMENT FOR PARKING LOTS AND SIDEWALK MODERNIZATION  
AT FOUR HOUSING AUTHORITY HOUSING DEVELOPMENTS  
(1, 4, 5) (3 Vote)**

**SUBJECT**

This letter recommends approval of an architectural and civil engineering consulting services agreement with Integrated Design Systems Group, Inc. to provide analysis and design services for 36 parking lots and sidewalks at the following four housing developments: Nueva Maravilla in unincorporated East Los Angeles, Carmelitos in the City of Long Beach, Harbor Hills in the City of Lomita, and Lancaster Homes in the City of Lancaster.

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Find that the architectural and civil engineering phase of the parking lots and sidewalks modernization project at the four Housing Authority housing developments is not subject to the provisions of the California Environmental Quality Act, as described herein, because the work includes activities that will not have the potential for causing a significant effect on the environment.
2. Approve and authorize the Acting Executive Director to execute an architectural and civil engineering consulting services agreement (Agreements) in an amount not to exceed \$1,600,000 and in substantially the form of the attached, and all related documents, with Integrated Design Systems Group, Inc., to complete analysis and design services for the modernization of a total of 36 parking lots and sidewalks at four housing developments, to be effective following approval as to form by



County Counsel, execution by all parties, and issuance of the Notice to Proceed, which will not exceed 30 days following the date of Board approval.

3. Authorize the Acting Executive Director to use a total of \$1,600,000 comprised of \$1,500,000 in Capital Funds Program funds and \$100,000 in Project-Based Section 8 funds, allocated by the U.S. Department of Housing and Urban Development (HUD) and included in the Housing Authority's approved Fiscal Year 2008-2009 budget for the purposes described herein; and authorize the Acting Executive Director to approve Contract change orders not exceeding \$320,000 for unforeseen project costs, using the same source of funds.
4. Authorize the Acting Executive Director to execute amendments to the Agreement, following approval as to form by County Counsel, to extend the time of performance, at no additional cost to the Housing Authority, to allow the Consultant to perform construction observation services during the construction phase of the project.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The purpose of this action is to award an Agreement to Integrated Design Systems Group, Inc. (Consultant) for architectural and civil engineering consulting services for the modernization of a total of 36 parking lots and Americans with Disabilities Act (ADA) compliant sidewalks at four housing developments: Nueva Maravilla in unincorporated East Los Angeles, Carmelitos in the City of Long Beach, Harbor Hills in the City of Lomita and Lancaster Homes in the City of Lancaster.

#### **FISCAL IMPACT/FINANCING**

There is no impact on the County general fund. The Housing Authority will fund the Agreement with \$1,600,000 in Capital Funds Program funds and \$100,000 in Project-Based Section 8 funds. All funds are allocated by HUD and included in the Housing Authority's approved Fiscal Year 2008-2009 budget for this purpose. A 20% contingency, in the amount of \$320,000, is also being set aside for unforeseen costs, using the same source of funds.

A 20% contingency is necessary because once the Consultant provides services such as parking lot designs, plans, and construction observation, there will likely be additional billable hours needed that were not initially identified in the original contract amount.

The Agreement may be extended at no additional cost to the Housing Authority to allow the Consultant to perform construction observation services during the construction phase of the project.

## **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The two-story, 504-unit Nueva Maravilla housing development was built in 1943 and has six parking lots. The two-story, 558-unit Carmelitos Family, and three-story, 155-unit Carmelitos Seniors, were built in 1939 and have a total of 20 parking lots. The two-story, 301-unit Harbor Hills was built in 1941 and has eight parking lots. The two-story, 120-unit Lancaster Homes was built in 1978 and has two parking lots.

The Consultant will be responsible for preparing the designs, plans, calculations, and specifications for the parking lot and sidewalk modernization, obtaining all plan check approvals, assisting with the bid phase to identify a contractor to perform the construction, and performing construction observation services.

The improvements are being federally funded, and are not subject to the requirements of the Greater Avenues for Independence (GAIN) Program or the General Relief Opportunity for Work (GROW) Program implemented by the County of Los Angeles. Instead, the Consultant will comply with Section 3 of the Housing and Community Development Act of 1968, as amended, which requires that employment and other economic opportunities generated by certain HUD assistance be directed to low- and very low-income persons, particularly to persons who are recipients of HUD housing assistance.

The Agreement has been approved as to form by County Counsel. At its meeting of February 25, 2009, the Housing Commission recommended approval of the Agreement award.

## **ENVIRONMENTAL DOCUMENTATION**

This project is exempt from the provisions of the National Environmental Policy Act (NEPA) pursuant to 24 Code of Federal Regulations Part 58, Section 58.34 (a)(8) because it involves design activities that will not have a physical impact on or result in any physical changes to the environment. The action is not subject to the provisions of the California Environmental Quality Act (CEQA) pursuant to State CEQA Guideline 15060 (c)(3) and 15378 because it is not defined as a project under CEQA and does not have the potential for causing a significant effect on the environment.

## **CONTRACTING PROCESS**

On May 15, 2008, the Housing Authority and Community Development Commission jointly initiated a Request for Statement of Qualifications (RFSQ) process to identify the most qualified and experienced architectural and engineering firms to provide the needed design services for various Housing Authority and Community Development Commission projects. Notices of the RFSQ were mailed to 316 architectural and engineering firms identified from the Community Development Commission's vendor list. Announcements also appeared in eight local newspapers and on the County Web

Site. One hundred and thirty-nine RFSQ packages were requested and distributed.

On June 6, 2008, a total of 29 firms submitted Statements of Qualifications (SOQs). Immediately following the submittal deadline, a selection panel consisting of Housing Authority and Community Development Commission staff began independent evaluations of the SOQs. Twenty-five firms passed basic threshold requirements and were found to be qualified to provide services. The shortlist was reviewed and approved by the Acting Executive Director on August 6, 2008. On January 6, 2009, Integrated Design Systems Group, Inc. was selected from the shortlist as the most qualified firm to provide the necessary services for this Agreement.

Integrated Design Systems Group, Inc. was invited to submit a fee proposal for civil engineering evaluation and design consulting services and entered into negotiations with the Housing Authority, resulting in the proposed Agreement. The details of the fees by site are as follows:

Nueva Maravilla	\$ 500,000
Carmelitos	\$ 500,000
Harbor Hills	\$ 500,000
Lancaster Homes	\$ 100,000
Total:	\$ 1,600,000

The Summary of Outreach Activities is provided as Attachment A.

#### **IMPACT ON CURRENT PROJECT**

The proposed Agreement will provide for the necessary evaluation and design services for the modernization of parking lots and sidewalks at four housing developments, and will provide residents with safe, decent living conditions.

Respectfully submitted,

  
for  
CORDÉ D. CARRILLO  
Acting Executive Director

Attachments: 2

## ATTACHMENT A

### Summary of Outreach Activities Request for Statements of Qualifications (RFSQ) for Architectural Design Services

On May 15, 2008, the following Request for Statement of Qualifications (RFSQ) was initiated to procure the most qualified architecture and engineering firms for various Housing Authority and/or Community Development Commission Projects.

#### A. Newspaper Advertising

Beginning on May 15, 2008, announcements of the RFSQ's appeared in the following eight local newspapers:

Dodge ConstructionNews/Green Sheet	Los Angeles Sentinel
Eastern Group Publication	Los Angeles Times
International Daily Public News	The Daily News
La Opinion	Wave Community Newspapers

The announcement of the RFSQ was also posted on the County WebVen website. Firms were asked to request the RFSQs via email directly through the County's WebVen website or to obtain the RFSQ from the Commission/Housing Authority.

#### B. Distribution of RFSQs

The Commission's vendor list was used to mail out the RFSQ to 316 architectural and engineering firms, of which 240 identified themselves as businesses owned by minorities or women (private firms which are 51 percent owned by minorities or women, or publicly-owned businesses in which 51 percent of the stock is owned by minorities or women). As a result of the outreach, 139 RFSQ packages were requested and distributed by the Commission.

#### C. Pre-submittal conference

On May 22, 2008, a total of 77 firms attended a mandatory pre-submittal conference to address questions about the SOQ format, submittal requirements and scope of various projects.

#### D. Statements of Qualifications (SOQs)

On June 6, 2008, a total of 29 firms submitted SOQs, of which 10 identified themselves as female or minority-owned.

E. Review of SOQs and Newspaper Advertising

On January 6, 2009, staff from the Community Development Commission Construction Management Division selected Integrated Design Systems Group, Inc. as the most qualified firm to provide the necessary services for this Agreement.

IDS Group, Inc., was invited to submit a fee proposal for architectural and civil engineering consulting services for thirty-six parking lots and ADA sidewalks, and entered into negotiations with the Housing Authority, resulting in the proposed Agreement totaling an aggregate amount not to exceed \$1,600,000.

F. Minority/Women Participation– Firm Selected

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
IDS Group, Inc.	Non-Minority	Total: 21 12 minorities 5 women 55% minority 20% women

G. Minority/Women Participation – Subcontractor Firm Selected

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
Lerch, Bates, Inc.	Information Not Available	Total: NA NA minorities NA women NA% minority NA% women
OMB Engineers	Information Not Available	Total: NA NA minorities NA women NA% minority NA% women
FT Andrews, Inc.	Information Not Available	Total: NA NA minorities NA women NA% minority NA% women

H. Participation of Minorities and Women - Firms Not Selected

Ah'be	Minority	Total: 21 13 minorities 13 women 62% minority 62% women
Birba Group Architects	Minority	Total: 9 3 minorities 9 women 3% minority 100% women
Carde Ten Architects	Minority	Total: 19 12 minorities 7 women 63% minority 37% women
FSY Architects	Minority	Total: 13 8 minorities 2 women 0% minority 0% women
GMP Architects	Non-Minority	Total: 17 8 minorities 5 women 62% minority 29% women
Gonzalez/Goodale Architects	Non-Minority	Total: 50 39 minorities 11 women 78% minority 22% women
Harley Ellis Devereaux	Non-Minority	Total: 389 72 minorities 104 women 19% minority 27% women

Hill Partnership, Inc.	Non-Minority	Total: 40 15 minorities 13 women 38% minority 33% women
HMC Architects	Non-Minority	Total: 464 202 minorities 217 women 44% minority 47% women
Hodgetts-Fung Design/Architecture	Non-Minority	Total: 16 3 minorities 7 women 19% minority 44% women
Kennard Design Group	Minority/Female	Total: 10 9 minorities 4 women 90% minority 40% women
Ken Kurose Architect	Minority	Total: 4 4 minorities 1 woman 100% minority 25% women
Katherine Spitz Associates, Inc.	Female	Total: 10 3 minorities 7 women 30% minority 70% women
Lewis / Schoeplein Architects	Female	Total: 7 2 minorities 4 women 29% minority 57% women



Luckman Partnership, Inc.	Non-Minority	Total: 12 3 minorities 4 women 25% minority 33% women
Martinez Architects, Inc.	Non-Minority	Total: 20 2 minorities 4 women 10% minority 20% women
Onyx Architects	Non-Minority	Total: 21 6 minorities 10 women 29% minority 48% women
Osborn Architects	Non-Minority	Total: 51 22 minorities 23 women 43% minority 45% women
Quatro Design Group	Minority	Total: 24 20 minorities 8 women 83% minority 33% women
Rachlin Architects	Non-Minority	Total: 14 2 minorities 1 woman 14% minority 7% women
RNL Design	Non-Minority	Total: 171 27 minorities 91 women 16% minority 53% women

The Albert Group Architects

Non-Minority

Total: 10  
4 minorities  
5 women  
40% minority  
50% women

Tucker Sadler

Non-Minority

Total: 40  
9 minorities  
13 women  
23% minority  
33% women

WWCOT

Non-Minority

Total: 30  
7 minorities  
7 women  
23% minority  
23% women

The Housing Authority conducts ongoing outreach to include minorities and women in the contract award process, including: providing information at local and national conferences; conducting seminars for minorities and women regarding programs and services; advertising in newspapers to invite placement on the vendor list; and mailing information to associations representing minorities and women. The above information has been voluntarily provided to the Housing Authority.

The recommended award of contract is being made in accordance with the Housing Authority's policies and federal regulations, and without regard to race, creed, color, or gender.

## ATTACHMENT B

### Contract Summary

**Project Name:** Architectural and civil engineering consulting and design services  
**Locations:** Nueva Maravilla, 4919 Cesar E. Chavez Avenue, unincorporated  
Los Angeles County  
Carmelitos, 700 Via Wanda, City of Long Beach  
Harbor Hills, 26607 S. Western Avenue, City of Lomita  
Lancaster Homes, 711-737 W. Jackman Street, City of Lancaster

Nueva Maravilla located in the area of unincorporated Los Angeles County, Carmelitos located in the City of Long Beach, Harbor Hills located in the City of Lomita, and Lancaster Homes located in the City of Lancaster.

**Bid Number:** CDC08-498  
**SOQ Deadline:** June 6, 2008  
**Consultant:** IDS Group, Inc.  
**Services:** Prepare complete parking analysis, architectural and engineering construction drawings and specifications for the modernization of Thirty-six parking lots and ADA sidewalks.

**Contract Documents:** Attachment A – Fee Schedule, Attachment B - Statement of Work, Attachment C - Required Forms, and Attachment D - Required Notices

**Time of Commencement:** Services for each phase shall be performed upon receipt of a written Notice to Proceed from the Housing Authority. The Consultant will only perform the scope of work identified in the Notice to Proceed.

**Aggregate Contract Sum:** The Housing Authority shall pay the Consultant for the performance of the Contract subject to additions and deductions by Change Order(s) as provided in the Contract Documents, in current funds, the sum not to exceed One Million Six Hundred Thousand Dollars and Zero Cents (\$1,600,000). The Contract Sum is not subject to escalation, includes all labor and material increases anticipated throughout the duration of this Contract.

**Contract Contingency:** \$320,000.00

## **ARCHITECTURAL SERVICES CONTRACT**

This Architectural Services Contract ("Contract") is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2009, by and between the Housing Authority of the County of Los Angeles, hereinafter referred to as "Authority", and IDS Group, Inc., hereinafter referred to as "Consultant."

### **RECITALS**

#### **1. PURPOSE**

The Authority and Consultant desire to enter into this Contract to enable Consultant to provide architectural and civil engineering services to the Authority upon the Authority's issuance of a notice to proceed ("Notice to Proceed") for the project defined below. The purpose of this Contract is to allow the Authority to retain the services of the Consultant to provide design services, and any other services required for the rehabilitation of building components located at the following sites:

1. Carmelitos Family and Senior Housing Development located at 1000 W. Via Wanda, Long Beach, CA
2. Harbor Hills Senior Housing Development located at Palos Verdes Dr. and Western Ave., Lomita, CA 90717.
3. Nueva Maravilla Housing Development located at 4919 E. Cesar Chavez Ave., East Los Angeles, CA 90022.
4. Lancaster Homes Housing Development located at 711-737 W. Jackman Street, City of Lancaster, CA
5. Prepare complete parking analysis, architectural and engineering construction drawings and specifications for the modernization of Thirty-six parking lots and ADA sidewalks.

### **TERMS AND CONDITIONS**

#### **2. TERM**

This Contract shall commence as of the day and year first above written and shall remain in full force and effect for the duration of the Project, unless sooner terminated as provided herein.

#### **3. CONSULTANT'S RESPONSIBILITIES**

Consultant agrees to perform, in a timely and professional manner, all architectural services, civil engineering services, and any other services that Consultant is authorized to provide pursuant to this Contract. The specific scope of services ("Services") that Consultant will provide is set for in Attachment B, which is attached

hereto and incorporated herein by this reference. Upon issuance of the Notice to Proceed to Consultant, Consultant shall commence providing the Services set forth in the Notice to Proceed. Each Notice to Proceed shall be incorporated by reference into this Contract. Consultant acknowledges, understands, and agrees that entering into this Contract is not a guarantee that the Authority will issue a Notice to Proceed. Consultant further acknowledges, understands, and agrees that it is entirely possible that the Authority never issues a Notice to Proceed and therefore the Consultant might not provide any Services pursuant to this Contract. The Consultant agrees that all Services performed by the Consultant will be the sole responsibility of the Consultant.

The Consultant's employees and subconsultants identified below are considered essential to the Services to be provided pursuant to this Contract. Prior to diverting or substituting any of the specified individuals, the Consultant shall provide Authority with fifteen (15) days prior written notice and shall submit justification, including proposed substitutions, in sufficient detail to permit evaluation of the impact on this Contract. The Consultant shall make no diversion or substitution of key personnel without the prior written consent of the Authority.

**Employees:**

Said Hilmy, Principal in-Charge, Ph.D., SE.  
Robert Freeman, Project Architect

**Subconsultants:**

Penco Engineering, Inc.  
One Technology Park, Bldg. J725, Irvine, CA 92678  
George Jurica, Principal in-Charge, SE  
Carlos Pineda, Project Engineer, SE

#### **4. RESPONSIBILITIES OF THE AUTHORITY**

The Authority shall provide all necessary information regarding its requirements as expeditiously as necessary for the orderly progress of the Services.

The Authority shall designate the representative authorized to act in its behalf with respect to the Project. The Authority or its representative shall examine documents submitted by the Consultant and shall promptly render decisions pertaining thereto to avoid unreasonable delay in the progress of the Consultant's Services.

The Authority's designated representative authorized to act in its behalf with respect to the Project shall be:

Maria Badrakhan, Contracting Officer  
Housing Management Division  
The Housing Authority of the County of Los Angeles

2 Coral Circle  
Los Angeles, CA 91755

The Authority's representative shall examine documents submitted by the Consultant and shall render decisions pertaining thereto to avoid unreasonable delay in the progress of the Consultant's Services.

The Authority shall provide the Consultant with any plans, publications, reports, statistics, records or other data or information pertinent to the Services to be provided hereunder which are reasonably available to the Authority. However, their completeness and accuracy cannot be guaranteed. These drawings, plans, publications, reports, statistics, records or other data or information supplied by the Authority are the proprietary and confidential property of the Authority and cannot be transferred or used by the Consultant for any other purpose. The Consultant agrees to safeguard and return this property to the Authority upon completion of the Project.

The Authority shall also work with the Consultant to discover existing site conditions that may affect the order, progress, and cost of the work and Services.

The Authority shall provide information on any previously obtained waivers of local codes, ordinances, or regulations or standards affecting the design of the Project.

## **5. NOTICE TO PROCEED**

The Consultant will perform Services upon receipt of a written Notice to Proceed from the Authority. The Consultant will perform the services identified in the Notice to Proceed for the following sites:

1. Carmelitos Family and Senior Housing Development located at 1000 W. Via Wanda, City of Long Beach, CA
2. Harbor Hills Senior Housing Development located at Palos Verdes Dr. and Western Ave., City of Lomita, CA 90717.
3. Nueva Maravilla Housing Development located at 4919 E. Cesar Chavez Ave., East Los Angeles, CA 90022.
4. Lancaster Homes Housing Development located at 711-737 W. Jackman Street, City of Lancaster, CA

## **6. COMPENSATION, Contract Type and Payment – not-to-exceed**

The Consultant was invited to submit a fee proposal to perform complete parking analysis, architectural and engineering construction drawings and specifications for the modernization of Thirty-six parking lots and ADA sidewalks, and entered into negotiations with the Housing Authority resulting in the proposed Agreement.

The Consultant shall be paid as full compensation for the work required, performed, and accepted under this Agreement, inclusive of all costs and expenses, the

maximum, not-to-exceed price of **ONE MILLION SIX HUNDRED THOUSAND DOLLARS AND ZERO CENTS (\$1,600,000.00)** as per the rates described in the Breakdown Fee Schedule, Attachment A, attached hereto and incorporated herein. These amounts include the cost of all services including those of the sub consultants identified in Section 3.0, above.

The details of the fees by site are as follows:

Carmelitos Family and Senior Housing Development	\$500,000.00
Harbor Hills Senior Housing Development	\$500,000.00
Nueva Maravilla Housing Development	\$500,000.00
Lancaster Homes Housing Development	<u>\$100,000.00</u>
Total maximum, not-to-exceed price of	\$1,600,000.00

Additionally, any contract amendment or combination of amendments that might result in a total adjusted contract sum of Fifty Thousand Dollars (\$50,000) or above per calendar year must first be approved by the to the Board of Commissioners of the Housing Authority.

The Consultant shall be paid in accordance with the Authority's standard accounts payable system and as further set forth in Attachment A, which is attached hereto and incorporated herein by this reference. To ensure prompt payment, the Consultant must submit a monthly invoice on a form approved by the Authority for services rendered, and this invoice must be approved by the Authority.

There shall be no adjustments to compensation except as authorized in an amendment entered into between the parties pursuant to section 46 of this Contract. The costs for all services performed by Consultant, that are outside of the scope of services of this Contract or any amendment, shall be borne solely by Consultant.

The Consultant shall have no claim against the Authority for payment of any money or reimbursement, of any kind whatsoever, for any service provided by the Consultant after the expiration or other termination of this Contract. Should the Consultant receive any such payment, it shall immediately notify the Authority and shall immediately repay all such funds to the Authority. Payment by the Authority for services rendered after expiration or termination of this Contract shall not constitute a waiver of the Authority's right to recover such payment from Consultant. This provision shall survive the expiration or other termination of this Contract.

## **7. PAYMENT SCHEDULE**

The Consultant shall submit invoices for compensation for each phase of the scope of Services, in a format approved by the Authority, depicting a detailed, itemized list of actual work completed and total amount due, on a monthly basis. Said compensation shall be considered full and complete reimbursement for all of the Consultant's costs

associated with the Services provided hereunder, including, but not limited to, all indirect costs, overhead, and insurance premiums.

Consultant shall have no claim against the Authority for payment of any money or reimbursement, of any kind whatsoever, for any service provided by Consultant after the expiration or other termination of this Contract. Should Consultant receive any such payment, it shall immediately notify the Authority and shall immediately repay all such funds to the Authority. Payment by the Authority for services rendered after expiration or other termination of this Contract shall not constitute a waiver of the Authority's right to recover such payment from Consultant.

## **8. SOURCE AND APPROPRIATION OF FUNDS**

The Authority's obligation is payable only and solely from funds appropriated through the U.S. Department of Housing and Urban Development (HUD), the Board of Commissioners of the County of Los Angeles and, for the purpose of this Contract. All funds are appropriated every fiscal year beginning July 1.

In the event this Contract extends into succeeding fiscal years and funds have not been appropriated, this Contract will automatically terminate as of June 30 of the current fiscal year. The Authority will endeavor to notify the Consultant in writing within ten (10) days of receipt of non-appropriation notice.

## **9. SUSPENSION AND TERMINATION**

### **9.1 Suspension**

Authority, at its convenience, and without further liability except as herein specified, may suspend this Contract, in whole or in part, by written notice personally delivered to Consultant specifying the effective date and extent of the suspension. Consultant shall immediately discontinue all services unless otherwise indicated by Contracting Officer. Upon request of Contracting Officer, Consultant shall surrender within ten (10) days from receipt of said notice, all Documents (as defined in section 16 below) other information relative to the Project, whether complete or in progress, as may have been accumulated by Consultant. If no Contract as to expenses and fees can be reached, this Contract may be terminated for the Authority's convenience. In the event the entire Contract is suspended and the period of suspension exceeds one calendar year, this Contract may be deemed, at the Authority's sole discretion, terminated for the convenience of Authority upon written notice to the Consultant.

### **9.2 Termination for Convenience of the Authority**

The Authority reserves the right to cancel this Contract in whole or in part for any reason at all upon ten (10) days' prior written notice to Consultant. In the event of such termination, Consultant shall be entitled to a prorated portion paid for all satisfactory Services, unless such termination is made for cause, in which event, compensation if



any, shall be adjusted, in Authority's reasonable discretion, in such termination. In no case shall payment exceed that amount stipulated elsewhere herein for completion of the respective portion or phase of the Project.

Consultant shall surrender and deliver to the Contracting Officer, to the extent requested by Contracting Officer, within ten (10) days from receipt of said request all Documents and other information developed in the performance of this Contract, whether complete or in process, as may have been accumulated by Consultant.

Authority may take over the Services, and prosecute the same to completion by contract or otherwise. Consultant shall not be liable to Authority for any excess costs incurred by Authority in completing the scope of Services of this Contract.

Consultant shall assign the contracts of its consultants and/or their subconsultants to Authority, to the extent requested by the Contracting Officer.

### **9.3 Termination for Cause and / or Default**

This Contract may be terminated by the Authority upon ten (10) days' written notice to the Consultant for cause and/or default (failure to perform satisfactorily any of the Contract terms, conditions and work items) with no penalties incurred upon termination or upon the occurrence of any of the following events:

- A. Continuing failure of the Consultant to perform any Services in a timely and professional manner, or Consultant is not properly carrying out the provisions of the Contract in their true intent and meaning, then in such case, notice thereof in writing will be served upon the Consultant; and should the Consultant neglect or refuse to provide a means for a satisfactory compliance with this Contract and with the direction of the Authority within the time specified in such notices, the Authority shall have the power to suspend and/or terminate the performance of this Contract by Consultant in whole or in part.
- B. Should the Consultant fail within five (5) days to perform in a satisfactory manner, in accordance with the provisions of this Contract, or if Consultant abandons the Services for more than five (5) days, then notice of deficiency thereof in writing may be served upon Consultant by the Authority. Should the Consultant fail to comply with the terms of this Agreement within five (5) days thereafter, upon receipt of said written notice of deficiency, the Executive Director of Authority shall have the power to suspend and/or terminate the performance of this Contract by Consultant in whole or in part.
- C. Failure on the part of the Consultant to procure or maintain insurance required by this Contract shall constitute a material breach of this Contract upon which the Authority may immediately terminate this Contract.
- D. In the event that a petition of bankruptcy shall be filed by or against the Consultant.

- E. If, through any cause, the Consultant shall fail to fulfill in timely and proper manner the obligations under this Contract, or if the Consultant shall violate any of the covenants, agreements, or stipulations of this Contract, the Authority shall thereupon have the right to terminate this Contract by giving written notice to the Consultant of such termination and specifying the effective date thereof, at least five (5) days before the effective date of such termination. In such event, with respect to all finished or unfinished Documents prepared by the Consultant under this Contract, Consultant shall be entitled to receive just and equitable compensation for such that has been satisfactorily completed, subject to the Authority's rights of recoupment, cut-off, and withholding.

#### **9.4 Termination for Improper Consideration**

Authority may, by written notice to Consultant, immediately terminate the right of Consultant to proceed under this Contract if it is found that consideration, in any form, was offered or given by Consultant, either directly or through an intermediary, to any Authority officer, employee or agent with the intent of securing the Contract or securing favorable treatment with respect to the award, amendment or extension of the Contract or the making of any determinations with respect to the Consultant's performance pursuant to the Contract. In the event of such termination, the Authority shall be entitled to pursue the same remedies against Consultant as it could pursue in the event of termination for cause and / or default by the Consultant.

Consultant shall immediately report any attempt by a Authority officer or employee to solicit such improper consideration. The Report shall be made to the Executive Director of the Authority.

Among other items, such improper consideration may take the form of cash, discounts, service, the provision of travel or entertainment, or tangible gifts.

#### **10. ASSIGNMENT BY CONSULTANT**

The Consultant shall not assign its rights or delegate its duties under this Contract, whether in whole or in part, without the prior written consent of the Authority, in its discretion, and any attempted assignment or delegation without such consent shall be null and void. For purposes of this paragraph, Authority consent shall require a written amendment to this Contract, which is formally approved and executed by the parties. Any payments by the Authority to any approved delegate or assignee on any claim under this Contract shall be deductible, at the Authority's sole discretion, against the claims, which the Consultant may have against the Authority. However, the Authority reserves the right to assign this Contract to another public agency without the consent of the Consultant.

Shareholders, partners, members, or other equity holders of the Consultant may transfer, sell, exchange, assign, or divest themselves of any interest they may have

therein. However, in the event any such sale, transfer, exchange, assignment, or divestment is affected in such a way as to give majority control of the Consultant to any person(s), corporation, partnership, or legal entity other than the majority controlling interest therein at the time of execution of this Contract, such disposition is an assignment requiring the prior written consent of the Authority in accordance with applicable provisions of this Contract.

Any assumption, assignment, delegation, or takeover of any of the Consultant's duties, responsibilities, obligations, or performance of same by any entity other than the Consultant, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever without the Authority's express prior written approval, shall be a material breach of this Contract which may result in the termination of this Contract. In the event of such termination, the Authority shall be entitled to pursue the same remedies against the Consultant as it could pursue in the event of default by the Consultant.

#### **11. CONFIDENTIALITY OF REPORTS**

The Consultant shall keep confidential all reports, information and data received, prepared or assembled pursuant to performance hereunder. Such information shall not be made available to any person, firm, corporation or entity without the prior written consent of the Authority.

#### **12. SUBCONTRACTING**

The Consultant may subcontract only those specific portions of the Services allowed in the original specifications covered by this Contract. The Consultant shall not subcontract any part of the Services covered by this Contract or permit subcontracted services to be further subcontracted without prior written approval by the Authority.

#### **13. INSURANCE**

Without limiting Consultant's indemnifications of the Authority provided in section 14 below, Consultant shall procure and maintain, at Consultant's sole expense for the duration of this Contract, the insurance policies described herein. Such insurance shall be secured from carriers admitted in California, or authorized to do business in California. Such carriers shall be in good standing with the California Secretary of State's Office and the California Department of Insurance. Such carriers must be approved by the California Department of Insurance and must be included on the California Department of Insurance List of Eligible Surplus Line Suppliers (hereinafter "LESLI"). Such carriers must have a minimum rating of or equivalent to A:VIII in Best's Insurance Guide. Consultant shall, concurrent with the execution of this Contract, deliver to the Authority certificates of insurance with original endorsements evidencing the insurance coverage required by this Contract. If original endorsements are not immediately available, such endorsements may be

delivered subsequent to the execution of this Contract, but no later than thirty (30) days following execution of this Contract. The certificates and endorsements shall be signed by a person authorized by the insurers to bind coverage on its behalf. The Authority reserves the right to require complete certified copies of all policies at any time. Said insurance shall be in a form acceptable to the Authority and may provide for such deductibles as may be acceptable to the Authority. Any self-insurance program and self-insured retention must be separately approved by the Authority. In the event such insurance does provide for deductibles or self-insurance, Consultant agrees that it will defend, indemnify and hold harmless the Authority, its elected and appointed officers, officials, representatives, employees, and agents in the same manner as they would have been defended, indemnified and held harmless if full coverage under any applicable policy had been in effect. Each such certificate shall stipulate that the Authority be given at least thirty (30) days' written notice in advance of any cancellation or any reduction in limit(s) for any policy of insurance required herein. Consultant shall give the Authority immediate notice of any insurance claim or loss which may be covered by insurance. Consultant represents and warrants that the insurance coverage required herein will also be provided by any entities with which Consultant contracts, as detailed below. All certificates of insurance and additional insured endorsements shall carry the following identifiers:

1. Carmelitos Family and Senior Housing Development located at 1000 W. Via Wanda, City of Long Beach, CA
2. Harbor Hills Senior Housing Development located at Palos Verdes Dr. and Western Ave., City of Lomita, CA 90717.
3. Nueva Maravilla Housing Development located at 4919 E. Cesar Chavez Ave., East Los Angeles, CA 90022.
4. Lancaster Homes Housing Development located at 711-737 W. Jackman Street, City of Lancaster, CA

The insurance policies set forth herein shall be primary insurance with respect to the Authority. The aforementioned insurance policies shall contain a waiver of subrogation for the benefit of the Authority. Failure on the part of Consultant, and/or any entities with which Consultant contracts, to procure or maintain the insurance coverage required in this Section 13 may, upon the Authority's sole discretion, constitute a material breach of this Contract pursuant to which the Authority may immediately terminate this Contract and exercise all other rights and remedies set forth herein, at its sole and absolute discretion, and without waiving such default or limiting the rights or remedies of the Authority, procure or renew such insurance and pay any and all premiums in connection therewith and all monies so paid by the Authority shall be immediately repaid by the Consultant to the Authority upon demand including interest thereon at the default rate. In the event of such a breach, the Authority shall have the right, at its sole election, to participate in and control any insurance claim, adjustment, or dispute with the insurance carrier. Consultant's failure to assert or delay in asserting any claim shall not diminish or impair the Authority's rights against the Consultant or the insurance carrier.

When Consultant is naming the Authority as an additional insured on any of the insurance policies set forth herein, then the additional insured endorsement shall contain language similar to the language contained in ISO form CG 20 10 10 01. When any entity with which Consultant is contracting, is naming the Authority as an additional insured on any of the insurance policies set forth herein, then the additional insured endorsement shall contain language similar to the language contained in ISO form CG 20 10 11 85.

Any failure to maintain the insurance required herein, may be deemed, at the sole discretion of Authority, a material breach of this Contract.

A. GENERAL LIABILITY INSURANCE (written on ISO policy form CG 20 10 85 or it's equivalent) including coverage for personal injury, death, property damage and contractual liability with limits of not less than the following:

General Aggregate	\$2,000,000
Products/ Completed Operations Aggregate	\$1,000,000
Personal and Advertising Injury	\$1,000,000
Each Occurrence	\$1,000,000

The Community Development Commission, the Housing Authority of the County of Los Angeles, the County of Los Angeles ("County") (hereinafter collectively referred to as the "Public Agencies"), and each of their elected and appointed officers, officials, representatives, employees, and agents (hereinafter collectively referred to as the "Agents") shall be covered as additional insureds on such policy.

B. WORKERS' COMPENSATION and EMPLOYER'S LIABILITY insurance providing workers' compensation benefits, as required by the Labor Code of the State of California. In all cases, the above insurance shall include Employer's Liability coverage with limits of not less than the following:

Each Accident	\$1,000,000
Disease-Policy Limit	\$1,000,000
Disease-Each Employee	\$1,000,000

C. AUTOMOBILE LIABILITY INSURANCE (written on ISO policy form CA 00 01 or its equivalent) with a limit of liability of not less than one million dollars (\$1,000,000) for each incident. Such insurance shall include coverage of all "owned", "hired", and "non-owned" vehicles, or coverage for "any auto." The Public Agencies and their Agents, shall be covered as additional insureds on such policy.

D. PROFESSIONAL LIABILITY INSURANCE, including coverage for personal injury, death, property damage, and contractual liability in an amount not less than One Million Dollars (\$1,000,000) for each occurrence (Two Million Dollars (\$2,000,000) general aggregate). Said insurance shall be maintained for the statutory period during which the professional maybe exposed to liability. Consultant shall require that the

aforementioned professional liability insurance coverage language also be incorporated into its contract with any other entity with which it contracts for professional services.

Consultant agrees that it will require all of the above mentioned insurance requirements be incorporated in its contract with any entity with which it contracts in relation to this Contract, the Services, or in relation to the property or Project that is the subject of this Contract.

#### **14. INDEMNIFICATION**

The Consultant agrees to indemnify and hold harmless the Public Agencies and their Agents from and against any and all liability, demands, damages, claims, causes of action, fees (including reasonable attorney's fees and costs and expert witness fees), and expenses, including, but not limited to, claims for bodily injury, property damage, and death (hereinafter collectively referred to as "Liabilities"), that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Consultant. Such indemnification language, in favor of Public Agencies and their Agents, shall also be incorporated in Consultant's contracts with any and all entities, which are providing professional services, with which it contracts. Separate and apart from the above duty to indemnify and hold harmless, Consultant agrees to defend, at its sole cost and expense, Public Agencies and their Agents from and against any and all Liabilities alleged against Public Agencies that arise out of, pertain to, or relate to this Contract, the Services, or the Project. This duty to defend shall commence immediately upon Authority giving notice to Consultant of any such allegations made against Public Agencies or any one of them.

The above duty to indemnify and hold harmless and the separate duty to defend, in favor of the Public Agencies, shall also be incorporated in Consultant's contracts with any and all entities with which it contracts in relation to this Contract, the Services, or the Project. These indemnification provisions shall remain in full force and effect and survive the termination and/or expiration of this Contract.

#### **15. AUTHORITY'S QUALITY ASSURANCE PLAN**

The Authority, or its agent will evaluate Consultant's performance under this Contract on not less than an annual basis. Such evaluation will include assessing Consultant's compliance with all Contract terms and performance standards. Consultant deficiencies, which Authority determines are severe or continuing and that may place performance of the Contract in jeopardy, if not corrected, will be reported to the Board of Commissioners. The report will include improvement/corrective action measures taken by the Authority and Consultant. If improvement does not occur consistent with the corrective measure, the Authority may terminate this Contract, pursuant to Section 9.3, or impose other remedies as specified in this Contract.

A performance review will be conducted no later than ninety (90) days prior to the end of the first and second years of this Contract to evaluate the performance of the Consultant. Based on the assessment of the performance review, as determined by the Authority in its sole discretion, written notification will be given to the Consultant whether this Contract will be terminated at the end of the current year or will be continued into the next Contract year.

#### **16. AUTHORITY OWNERSHIP OF DOCUMENTS**

All drawings, designs, plans, specifications, notes, data, reports, estimates, summaries and other documents (hereinafter collectively referred to as "Documents") prepared and furnished by the Consultant in relation to this Contract shall become the property of the Authority upon the Authority's written approval of the Documents or upon the prior termination of the Consultant's Services hereunder, and the Consultant shall have no claim of any kind, including without limitation, for further employment or additional compensation as a result of exercise by the Authority of its full rights of ownership and use of the Documents. The Consultant shall retain a record copy for its own files.

#### **17. INDEPENDENT CONSULTANT**

The Consultant shall perform the Services as an independent consultant and shall not be considered an employee of the Authority or under Authority supervision or control. This Contract is by and between the Consultant and the Authority, and is not intended, and shall not be construed, to create the relationship of agent, employee, or joint venture, between the Authority and the Consultant.

The Consultant agrees that any claims, liability, damage, or lawsuits resulting from its negligence, including items that are not in compliance with federal, state, or local codes, regulations and laws, will be the sole responsibility of the Consultant.

If the Consultant is comprised of more than one legal entity, each such entity shall be jointly and severally liable and responsible hereunder.

#### **18. EMPLOYEES OF CONSULTANT**

Workers' Compensation: Consultant understands and agrees that all persons furnishing services to the Authority pursuant to this Contract are, for the purpose of workers' compensation liability, employees solely of Consultant. Consultant shall bear sole responsibility and liability for providing workers' compensation benefits to any person for injury arising from an accident connected with services provided to the Authority under this Contract.

Professional Conduct: The Authority does not and will not condone any act, gestures, comments or conduct from the Consultant's employees, agents or subconsultants which may be construed as sexual harassment or any other type of activity or behavior

that might be construed as harassment. The Authority will properly investigate all charges of harassment by residents, employees or agents of the Authority against any and all Consultant's employees, agents or subconsultants providing services for the Authority. The Consultant assumes all liability for the actions of the Consultant's employees, agents or subconsultants and is responsible for taking appropriate action after the Consultant receives reports of harassment.

**19. CONSULTANT'S WARRANTY OF ADHERENCE TO AUTHORITY'S CHILD SUPPORT COMPLIANCE PROGRAM**

The Consultant acknowledges that the Authority has established a goal of ensuring that all individuals who benefit financially from the Authority through a contract, are in compliance with their court-ordered child, family, and spousal support obligations in order to mitigate the economic burden otherwise imposed upon the taxpayers of the County of Los Angeles.

As required by Authority Child Support Compliance Program and without limiting Consultant's duty under this Contract to comply with all applicable provisions of law, Consultant warrants that it is now in compliance and shall, during the term of this Contract, maintain compliance with employment and wage reporting requirements as required by the Federal Social Security Act (42 USC Section 653a) and California Unemployment Insurance Code Section 1088.5, and shall implement all lawfully served Wage and Earnings Withholding Orders or CSSD Notices of Wage and Earnings Assignment for Child or Spousal Support, pursuant to Code of Civil Procedure Section 706.031 and Family Code Section 5246(b).

**20. TERMINATION FOR BREACH OF WARRANTY TO COMPLY WITH AUTHORITY'S CHILD SUPPORT COMPLIANCE PROGRAM**

Failure of the Consultant to maintain compliance with the requirements set forth in Paragraph 19, "*CONSULTANT'S WARRANTY OF ADHERENCE TO Authority's CHILD SUPPORT COMPLIANCE PROGRAM*" shall constitute default under this Contract. Without limiting the rights and remedies available to Authority under any other provision of this Contract, failure of Consultant to cure such default within ninety (90) calendar days of written notice shall be grounds upon which Authority may terminate this Contract pursuant to Paragraph 9.3 - and pursue debarment of Consultant, pursuant to Authority Policy.

**21. POST MOST WANTED DELINQUENT PARENTS LIST**

The Consultant acknowledges that the County places a high priority on the enforcement of child support laws and the apprehension of child support evaders. The Consultant understands that it is County's and Authority's policy to strongly encourage all Consultants to voluntarily post an entitled "L.A.'s Most Wanted: Delinquent Parents" poster in a prominent position at Consultant's place of business.



The Child Support Services Department (CSSD) will supply Consultant with the poster to be used.

**22. INDEPENDENT CONTRACTOR**

This Contract does not, is not intended to, nor shall it be construed to create the relationship of agent, employee or joint venture between the Authority and the Consultant. The Consultant's relationship to the Authority is solely as an independent contractor.

**23. DRUG-FREE WORKPLACE ACT OF THE STATE OF CALIFORNIA**

The Consultant certifies under penalty of perjury under the laws of the State of California that the Consultant will comply with the requirements of the Drug-Free Workplace Act of 1990.

**24. SAFETY STANDARDS AND ACCIDENT PREVENTION**

The Consultant shall comply with all applicable federal, state and local laws governing safety, health and sanitation. The Consultant shall provide all safeguards, safety devices and protective equipment and take any other needed actions, as its own responsibility, reasonably necessary to protect the life and health of employees on the job and the safety of the public and to protect property in connection with the performance of this Contract.

**25. COMPLIANCE WITH LAWS**

The Consultant agrees to be bound by all applicable federal, state and local laws, regulations, and directives as they pertain to the performance of this Contract, including but not limited to, the Housing and Community Development Act of 1974, as amended by the Cranston-Gonzalez National Affordable Housing Act, 1990, and the 24 CFR Part 85, and the Americans with Disabilities Act of 1990. If the compensation under this Contract is in excess of \$100,000 then Consultant shall comply with applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 18579h), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency Regulations (40 CFR part 15).

The Consultant must obtain and present all relevant state and local insurance, training and licensing pursuant to services required within this Contract.

**Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973**

No person in the United States shall be excluded from participating in, be denied the benefits of, or subject to discrimination under this Contract on the basis of age or with respect to an otherwise qualified disabled individual.

Section 109 of the Housing and Community Development Act of 1974

No person in the United States shall on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title.

During the performance of the Contract, the Consultant agrees to comply with the following federal provisions:

**Civil Rights Act of 1964, Title VI (Non-Discrimination in Federally-Assisted Programs)**

The Consultant shall comply with the Civil Rights Act of 1964 Title VI which provides that no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

**Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973**

The Consultant shall comply with the Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, which require that no person in the United States shall be excluded from participating in, denied the benefits of, or subject to discrimination under this Contract on the basis of age or with respect to an otherwise qualified disabled individual.

**Executive Order 11246 and 11375, Equal Opportunity in Employment (non-discrimination in Employment by Government Consultants and Subconsultants)**

The Consultant shall comply with Executive Order 11246 and 11375, Equal Opportunity in Employment, which requires that during the performance of this Contract, the Consultant will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The Consultant will take affirmative action to ensure that applicants are employed, and that employees are treated fairly during employment, without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Consultant agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the non-discrimination clause.

The Consultant will, in all solicitations or advertisements for employees placed by or on behalf of the Consultant, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.

The Consultant will send to each labor union or representative of workers with which he has a collective bargaining Contract or other contract or understanding, a notice to be provided by the agency of the Consultant's commitments under Section 202 of

Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment. The Consultant will comply with all provisions of Executive Order No. 11246 of September 24, 1965, and of the rules, regulations and relevant orders of the Secretary of Labor.

The Consultant will furnish all information and reports required by the Executive Order and by the rules, regulations and orders of the Secretary of Labor, or pursuant thereto, and will permit access to its books, records, and accounts by the Authority and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.

In the event of Consultant's noncompliance with the non-discrimination clauses of this Contract or with any of such rules, regulations or orders, this Contract may be canceled, terminated or suspended in whole or in part and the Consultant may be declared ineligible for further Government contracts in accordance with procedures authorized in the Executive Orders and such other sanctions may be imposed and remedies invoked as provided in the Executive Order or by rule, regulation or order of the Secretary of Labor, or as otherwise provided by law.

The Consultant will include the provisions of these paragraphs in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of the Executive Order No. 11246 of September 24, 1965, that such provisions will be binding upon each subcontractor or vendor. The Consultant will take such actions with respect to any subcontract or purchase order as the Authority may direct as a means of enforcing such provisions including sanctions for noncompliance, provided however, that in the event the Consultant becomes involved in, or is threatened with litigation by a subcontractor or vendor as a result of such direction by the Authority, the Consultant may request the United States to enter into such litigation to protect the interests of the United States.

**Greater Avenues for Independence (Gain) Program and General Relief Opportunity for Work (Grow) Program**

Should the Consultant require additional or replacement personnel after the effective date of this Contract, the Consultant shall give consideration for any such employment openings to participants in the County's Department of Public Social Services' Greater Avenues for Independence (GAIN) Program or General Relief Opportunity for Work (GROW) Program who meet the Consultant's minimum qualifications for the open position. The Consultant shall contact the County's GAIN/GROW Division at (626) 927-5354 for a list of GAIN/GROW participants by job category.

**26. FEDERAL LOBBYIST REQUIREMENTS**

The Consultant is prohibited by the Department of Interior and Related Agencies Appropriations Act, known as the Byrd Amendments, and HUD's 24 CFR Part 87, from

using federally appropriated funds for the purpose of influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, loan or cooperative Contract, and any extension, continuation, renewal, amendment or modification of said documents.

The Consultant must certify in writing on the Federal Lobbyist Requirements Certification form that they are familiar with the Federal Lobbyist Requirements and that all persons and/or subcontractors acting on behalf of the Consultant will comply with the Lobbyist Requirements.

Failure on the part of the Consultant or persons/subcontractors acting on behalf of the Consultant to fully comply with the Federal Lobbyist Requirements may be subject to civil penalties.

**27. NOTICE TO EMPLOYEES REGARDING THE FEDERAL EARNED INCOME CREDIT**

The Consultant shall notify its employees, and shall require each subcontractor to notify its employees, that they may be eligible for the Federal Earned Income Credit under the federal income tax laws. Such notice shall be provided in accordance with the requirements set forth in Internal Revenue Service Notice 1015.

**28. USE OF RECYCLED-CONTENT PAPER PRODUCTS**

Consistent with the Board of Supervisors' policy to reduce the amount of solid waste deposited at the County landfills, the Consultant agrees to use recycled-content paper to the maximum extent possible on the Project.

**29. CONSULTANT RESPONSIBILITY AND DEBARMENT**

- A. A responsible Consultant is a contractor, consultant, vendor, or operating agency who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the contract. It is the policy of the Community Development Commission, Housing Authority, and County to conduct business only with responsible Consultants.
- B. The Consultant is hereby notified that if the Authority acquires information concerning the performance of the Consultant on this or other contracts which indicates that the Consultant is not responsible, the Authority may, in addition to other remedies provided in this Contract, debar the Consultant from bidding or proposing on, or being awarded, and/or performing work on Authority contracts for a specified period of time, which generally will not to exceed five years, but may exceed five years or be permanent if warranted by circumstances, and terminate any or all existing contracts the Consultant may have with the Authority.

- C. The Authority may debar a contractor, consultant, vendor or operating agency if the Board of Commissioners finds, in its discretion, that the Consultant, consultant, vendor, or operating agency has done any of the following: (1) violated any term of a contract with the Community Development Commission, Housing Authority, or County, or a nonprofit corporation created by the Community Development Commission, Housing Authority, or County (2) committed any act or omission which negatively reflects on the its quality, fitness or capacity to perform a contract with the Community Development Commission, Housing Authority, or County or any other public entity, or a nonprofit corporation created by the Community Development Commission, Housing Authority, or County, or engaged in a pattern or practice which negatively reflects on same, (3) committed an act or offense which indicates a lack of business integrity or business honesty, or (4) made or submitted a false claim against the Community Development Commission, Housing Authority, County, or any other public entity.
- D. If there is evidence that the Consultant may be subject to debarment, the Authority will notify the Consultant in writing of the evidence, which is the basis for the proposed debarment and will advise the Consultant of the scheduled date for a debarment hearing before the Contractor Hearing Board.
- E. The Contractor Hearing Board will conduct a hearing where evidence on the proposed debarment is presented. The Consultant and/or the Consultant's representative shall be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board shall prepare a tentative proposed decision, which shall contain a recommendation regarding whether the Consultant should be debarred, and, if so, the appropriate length of time of the debarment. The Consultant and the Authority shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board of Commissioners.
- F. After consideration of any objections, or if no objections are submitted, a record of the hearing, the proposed decision and any other recommendation of the Contract Hearing Board shall be presented to the Board of Commissioners. The Board of Commissioners shall have the right to modify, deny or adopt the proposed decision and recommendation of the Hearing Board.
- G. If a Consultant has been debarred for a period longer than five years, that Consultant may, after the debarment has been in effect for at least five years, submit a written request for review of the debarment determination to reduce the period of debarment or terminate the debarment. The Authority may, in its discretion, reduce the period of debarment or terminate the debarment if it finds that the Consultant has adequately demonstrated one or more of the following: (1) elimination of the grounds for which the debarment was imposed; (2) a bona fide change in ownership or management; (3) material evidence discovered after debarment was imposed; or (4) any other reason that is in the best interests of the Authority.

- H. The Contractor Hearing Board will consider a request for review of the debarment determination only where (1) the Consultant has been debarred for a period longer than five years; (2) the debarment has been in effect for at least five years; and (3) the request is in writing, states one or more of the ground for reduction of the debarment period or termination of the debarment, and includes supporting documentation. Upon receiving an appropriate request, the Contractor Hearing Board will provide notice of the hearing on the request. At the hearing, the Contractor Hearing Board shall conduct a hearing where evidence on the proposed reduction of debarment period or termination of debarment is presented. This hearing shall be conducted and the request for review decided by the Contractor Hearing Board pursuant to the same procedures as for a debarment Hearing.

The Contractor Hearing Board's proposed decision shall contain a recommendation on the request to reduce the period of debarment or terminate the debarment. The Contractor Hearing Board shall present its proposed decision and recommendation to the Board of Commissioners. The Board of Commissioners shall have the right to modify, deny or adopt the proposed decision and recommendation of the Contractor Hearing Board.

- I. These terms shall also apply to subcontractors and subconsultants of County, Community Development Commission, or Housing Authority contractors, consultants, vendors and operating agencies.

### **30. COMPLIANCE WITH JURY SERVICE PROGRAM**

Unless the Consultant has demonstrated to the Authority satisfaction either that Consultant is not a "Contractor" as defined under the Jury Service Program or that Consultant qualifies for an exception to the Jury Service Program, Consultant shall have and adhere to a written policy that provides that its Employees shall receive from the Consultant, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that Employees deposit any fees received for such jury service with the Consultant or that the Consultant deduct from the Employee's regular pay the fees received for jury service.

For purposes of this Section, "Contractor" means a person, partnership, corporation or other entity which has a contract with the County or a subcontract with a County contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more County contracts or subcontracts. "Employee" means any California resident who is a full time employee of Contractor. "Full time" means 40 hours or more worked per week, or a lesser number of hours if: 1) the lesser number is a recognized industry standard as determined by the County, or 2) Contractor has a long-standing practice that defines the lesser number of hours as full-time. Full-time employees providing short-term, temporary services of 90 days or less within a 12-month period are not considered full-time for purposes of the Jury Service Program. If Consultant uses any subcontractor to perform services

for the County under the Contract, the subcontractor shall also be subject to the provisions of this Section. The provisions of this Section shall be inserted into any such subcontract Contract and a copy of the Jury Service Program shall be attached to the Contract.

If the Consultant is not required to comply with the Jury Service Program when the Contract commences, Consultant shall have a continuing obligation to review the applicability of its "exception status" from the Jury Service Program, and Consultant shall immediately notify County if Consultant at any time either comes within the Jury Service Program's definition of "Contractor" or if Consultant no longer qualifies for an exception to the Program. In either event, Consultant shall immediately implement a written policy consistent with the Jury Service Program. The County may also require, at any time during the Contract and at its sole discretion, that Consultant demonstrate to the County's satisfaction that Consultant either continues to remain outside of the Jury Service Program's definition of "Contractor" and/or that Consultant continues to qualify for an exception to the Program.

The Consultant's violation of this Section of the Contract may constitute a material breach of the Contract. In the event of such material breach, County may, in its sole discretion, terminate the Contract and/or bar Consultant from the award of future County contracts for a period of time consistent with the seriousness of the breach.

### **31. ACCESS AND RETENTION OF RECORDS**

The Consultant shall provide access to the Authority, the Federal Grantor agency, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers and records of the Consultant which are directly pertinent to this Contract for the purpose of making audits, examinations, excerpts and transcriptions.

The Consultant is required to retain the aforementioned records for a period of five years after the Authority pays final payment and other pending matters are closed under this Contract.

### **32. CONFLICT OF INTEREST**

The Consultant represents, warrants and agrees that to the best of its knowledge, it does not presently have, nor will it acquire during the term of this Contract, any interest direct or indirect, by contract, employment or otherwise, or as a partner, joint venture or shareholder (other than as a shareholder holding a one (1%) percent or less interest in publicly traded companies) or affiliate with any business or business entity that has entered into any contract, subcontract or arrangement with the Authority. Upon execution of this Contract and during its term, as appropriate, the Consultant shall, disclose in writing to the Authority any other contract or employment during the term of this Contract by any other persons, business or corporation in which employment will

or may likely develop a conflict of interest between the Authority's interest and the interests of the third parties.

**33. SEVERABILITY**

In the event that any provision herein is held to be invalid, void, or illegal by any court of competent jurisdiction, the same shall be deemed severable from the remainder of this Contract and shall in no way affect, impair or invalidate any other provision contained herein. If any such provision shall be deemed invalid due to its scope or breadth, such provision shall be deemed valid to the extent of the scope or breadth permitted by law.

**34. INTERPRETATION**

No provision of this Contract is to be interpreted for or against either party because that party or that party's legal representative drafted such provision, but this Contract is to be construed as if drafted by both parties hereto.

**35. WAIVER**

No breach of any provision hereof can be waived unless in writing. Waiver of any one breach of any provision of this Contract shall not be deemed to be a waiver of any other breach of the same or any other provision hereof.

Neither the Authority's review, approval or acceptance of, nor payment for, the Services required under this Contract shall be construed to operate as a waiver of any rights under this Contract or of any cause of action arising out of the performance of this Contract, and the Consultant shall be and remain liable to the Authority in accordance with applicable law for all damages to the Authority caused by the Consultant's negligent performance of any of the services furnished under this Contract.

**36. PATENT RIGHTS**

The Authority will hold all the patent rights with respect to any discovery or invention, which arises or is developed in the course of, or under this Contract.

**37. COPYRIGHT**

No Documents produced in whole or in part under this Contract shall be the subject of an application for copyright by or on behalf of the Consultant. All Documents become the property of the Authority and the Authority holds all the rights to said Documents. The Consultant assumes no responsibility for the use of Documents in whole or in part in connection with Services that is outside the scope of this Contract.



### 38. NOTICES

The Authority shall provide the Consultant with notice of any injury or damage arising from or connected with services rendered pursuant to this Contract to the extent that Authority has actual knowledge of such injury or damage. Authority shall provide such notice within ten (10) days of receiving actual knowledge of such injury or damage.

The Consultant shall provide the Authority with notice of any injury or damage arising from or connected with services rendered pursuant to this Contract to the extent that Consultant has actual knowledge of such injury or damage. Consultant shall provide such notice within ten (10) days of receiving actual knowledge of such injury or damage.

Notices provided for in this Contract shall be in writing and shall be addressed to the person intended to receive the same, at the following address:

The Authority: Maria Badrakhan, Contracting Officer  
Housing Management Division  
The Housing Authority of the County of Los Angeles  
2 Coral Circle  
Los Angeles, CA 91755

The Consultant: Said Hilmy, Principal in Charge, Ph. D., SE  
IDS Group, Inc.  
1 Peters Canyon Road, Suite 130  
Irvine, CA 92606

Notices addressed as above provided shall be deemed delivered three (3) business days after mailed by U.S. Mail or when delivered in person with written acknowledgement of the receipt thereof. The Consultant and the Authority may designate a different address or addresses for notices to be sent by giving written notice of such change of address to all other parties entitled to receive notice.

### 39. NOTICE TO EMPLOYEES REGARDING THE SAFELY SURRENDERED BABY LAW

The Consultant shall notify and provide to its employees, and shall require each subconsultant to notify and provide to its employees, a fact sheet regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. The fact sheet is set forth in *Attachment D – Required Contract Notices* of this Contract and is also available on the Internet at [www.babysafela.org](http://www.babysafela.org) for printing purposes.

**40. CONSULTANT'S ACKNOWLEDGMENT OF AUTHORITY'S COMMITMENT TO THE SAFELY SURRENDERED BABY LAW**

The Consultant acknowledges that the Authority places a high priority on the implementation of the Safely Surrendered Baby Law. The Consultant understands that it is the Authority's policy to encourage all Authority Consultants to voluntarily post the Authority's "Safely Surrendered Baby Law" poster in a prominent position at the Consultant's place of business. The Consultant will also encourage its Subcontractors, if any, to post this poster in a prominent position in the Subcontractor's place of business. The Department of Children and Family Services of the County of Los Angeles will supply the Consultant with the poster to be used.

**41. CONSULTANT'S CHARITABLE CONTRIBUTIONS COMPLIANCE**

The Supervision of Trustees and Fundraisers for Charitable Purposes Act regulates entities receiving or raising charitable contributions. The "Nonprofit Integrity Act of 2004" (SB 1262, Chapter 919) increased Charitable Purposes Act requirements. By requiring Consultants to complete the Charitable Contributions Certification as included in *Attachment C – Required Contract Forms*, the Authority seeks to ensure that all Authority Consultants that receive or raise charitable contributions comply with California law in order to protect the Authority and its taxpayers. A Consultant that receives or raises charitable contributions without complying with its obligations under California law commits a material breach subjecting it to either contract termination or debarment proceedings, or both.

**42. REMEDIES**

The rights and remedies of the Authority provided for under this Contract are in addition to any other rights and remedies provided at law or in equity. Authority may assert, either during or after performance of this Contract any right of recovery it may have against Consultant by any means it deems appropriate including, but not limited to, set-off, action at law, withholding, recoupment, or counterclaim.

**43. RELEASE OF NEWS INFORMATION**

No news releases, including photographs, public announcements or confirmation of same, of any part of the subject matter of this Contract or any phase of any program hereunder shall be made without prior written approval of the Authority's Executive Director or designee.

**44. CERTIFICATION REGARDING LOBBYING**

Consultant is prohibited by the Department of the Interior and Related Agencies Appropriations Act, known as the Byrd Amendments, and HUD's 24 Code of the Federal Regulations (CFR) 87, from using federally appropriated funds for the purpose of influencing or attempting to influence an officer or employee of any agency, a

Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal agreement, the making of any Federal grant, loan or cooperative agreement, and any extension, continuation, renewal, amendment, or modification of said documents.

The Consultant must certify in writing that it is familiar with the Federal Lobbyist Requirements and that all persons and/or subconsultants acting on behalf of the Consultant will comply with the Lobbyist Requirements. The signed County and Federal Lobbyist Certifications submitted with the Contract are incorporated herein.

Failure on the part of the Consultant or persons/subconsultants acting on behalf of the Consultant to fully comply with the Federal Lobbyist Requirements shall be subject to civil penalties.

#### **45. CONTRACT EVALUATION AND REVIEW**

The ongoing assessment and monitoring of this Contract is the responsibility of the Authority's Contracting Officer or designee.

#### **46. ENTIRE CONTRACT**

This Contract plus Attachments, which are incorporated herein by reference, and any Notices to Proceed subsequently issued pursuant to this Contract, constitute the entire understanding and agreement of the parties. This Contract supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the retention of the Consultant by the Authority and contains all the covenants and agreements between the parties with respect to such retention.

Any modifications or amendments to this Contract shall be invalid and of no force and effect, unless such is in writing and signed by all parties hereto. This Contract includes the following attachments:

- A. Fee Schedule
- B. Scope of Services
- C. Required Contract Forms
- D. Required Contract Notices

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**Signature page**

IN WITNESS WHEREOF, the parties hereto have executed this Construction Contract on the date and year first written above.

OWNER

HOUSING AUTHORITY OF THE  
COUNTY OF LOS ANGELES, A BODY  
CORPORATE AND POLITIC

By: \_\_\_\_\_

CORDE CARRILLO

Title: ACTING EXECUTIVE DIRECTOR

Date: \_\_\_\_\_

APPROVED AS TO PROGRAM:

\_\_\_\_\_  
MARIA BADRAKHAN

Title: CONTRACTING OFFICER

Date: \_\_\_\_\_

APPROVED AS TO FORM  
RAYMOND G. FORTNER, JR.

County Counsel

By: \_\_\_\_\_

Deputy

CONSULTANT

IDS GROUP, INC.

License Number #3680,

By: \_\_\_\_\_

SAID HILMY, Ph.D., SE

Title: PRINCIPAL IN-CHARGE

Date: 2-5-09

BUSINESS ADDRESS

\_\_\_\_\_  
1 Peters Canyon Road, Suite 140

\_\_\_\_\_  
Irvine, CA 92606

\_\_\_\_\_  
Telephone: (949) 387-8500

FAX: (949) 387-0800

CORPORATE SEAL

Required Signatures:

\_\_\_\_\_ If sole proprietor, one signature of sole proprietor.

\_\_\_\_\_ If partnership, the signature of at least one general partner authorized to sign contracts on behalf of the partnership.

\_\_\_\_\_ If Corporation, the signatures of those officers required to sign contracts on behalf of the Corporation, and the Corporate Seal.

# **ATTACHMENT A**

## **FEE SCHEDULE**

## ATTACHMENT A

### FEE SCHEDULE FOR ARCHITECTURAL SERVICES

The purpose of this Contract is to allow the Authority to retain the services of the Consultant to provide architectural and civil engineering services, and any other services required for the rehabilitation of building components located at the following sites:

1. Carmelitos Family and Senior Housing Development located at 1000 W. Via Wanda, City of Long Beach, CA
2. Harbor Hills Senior Housing Development located at Palos Verdes Dr. and Western Ave., City of Lomita, CA 90717.
3. Nueva Maravilla Housing Development located at 4919 E. Cesar Chavez Ave., East Los Angeles, CA 90022.
4. Lancaster Homes Housing Development located at 711-737 W. Jackman Street, City of Lancaster, CA

The Consultant shall be paid as full compensation for the work required, performed, and accepted under this Agreement, inclusive of all costs and expenses, the maximum, not-to-exceed price of **ONE MILLION SIX HUNDRED THOUSAND DOLLARS AND ZERO CENTS (\$1,600,000.00)**.

Payment for Consultant fee shall be made based on the phases and percentages specified below. These amounts include the cost of all services including those of the subconsultants in this Contract.

Site Investigation -----	(3.5%)
Review Existing Drawings and Programming Phases -----	(0.8%)
Architectural Design and Specifications -----	(11.8%)
Bidding -----	(0.4%)
Construction Administration -----	(4.3%)
Penco I. Preliminary Civil Engineering -----	(32.9%)
Penco II. Final Engineering -----	(36.6%)
Penco III. Bid Assistance and Construction Phase -----	(6.6%)
Reimbursables: -----	(3.1%)

In addition, plan check, building permits, reimbursable items or other required services are subject to Authority review and approval. The architect may charge an hourly rate at the following rates below. However, these rates must be negotiated and agreed to prior to commencing extra services that is not part of the original contract.

#### Consultant:

Principal Engineer: \$150.00 per hour  
Project Architect: \$130.00 per hour  
Staff Architect/Engineer: \$125.00 per hour

CAD Designer: \$70.00 per hour

**Penco Engineering Inc.:**

President: \$215 per hour

Principal: \$200 per hour

Senior Project Manager: \$175 per hour

Project Manager: \$160 per hour

Survey Mapping Manager: \$148 per hour

Senior Project Engineer: \$148 per hour

Project Engineer: \$135 per hour

Senior Design Engineer: \$115 per hour

Design Engineer: \$105 per hour

Associate Engineer: \$90 per hour

Engineering Technician: \$80 per hour

Project Assistant: \$85 per hour

Processor: \$95 per hour

Senior Project Surveyor: \$143 per hour

Project Surveyor: \$125 per hour

Senior Survey Technician: \$105 per hour

Survey Technician: \$85 per hour

3-man Survey Crew: \$240 per hour

2-man Survey Crew: \$190 per hour

2-man Survey Crew with GPS: \$225 per hour

Additionally, any agreement, amendment or combination of amendments that might result in a total adjusted Agreement sum of Fifty Thousand Dollars (\$50,000) or above beyond the authorized contingency amount must first be approved by the Board of Commissioners of the Authority.

# **ATTACHMENT B**

## **SCOPE OF SERVICES**



## **ATTACHMENT B**

### **SCOPE OF SERVICES FOR CARMELITOS, HARBOR HILLS, NUEVA MARAVILLA AND LANCASTER HOMES**

#### **1.0 STATEMENT OF WORK**

The Housing Authority of the County of Los Angeles (Housing Authority) is the County's affordable housing and community development agency. The Housing Authority helps strengthen neighborhoods, empower families, support local economies, and promote individual achievement. The Housing Authority maintains many administrative buildings and 72 housing developments that include over 3,600 residential units within the County of Los Angeles.

The Housing Authority is seeking a Consultant to provide Architectural and Civil Engineering services and to perform some and/or all of the following the items listed below as required.

#### **2.0 GENERAL REQUIREMENTS FOR CARMELITOS, HARBOR HILLS, NUEVA MARAVILLA, AND LANCASTER HOMES**

The Consultant shall perform all architectural and civil engineering design work as described here and in Section 3.0 and other services related to or required for the performance of this Contract such as, but not limited to, the items listed below:

**The project work scope includes but is not limited to the following:**

- 2.0.1 Site Investigation:** The purpose of the site investigation is to review the existing conditions at the site, prepare an areal photo topographic survey, determine finished floor elevations of each building, locate steps and ramps which do not conform to the California Handicapped Accessibility Code, prepare boundary investigation, locate easements, determine the extent of the scope of work and phasing. One design phase site visit is included for each parking area.
- 2.0.2 Review Existing Drawings:** IDS will review Record Drawings for the property. Architectural drawings for each apartment building are available including patio fences.
- 2.0.3 Architectural Drawings:** Architectural design includes drawings and specifications for the upgrades of the parking lots, dimension plans, parking striping plans, accessible parking spaces, new sidewalks, ramps, etc. It is understood that some sidewalks, patios, and unit entrance areas will not meet Accessibility Code requirements due to existing conditions. Revisions required by the City of Long Beach Building Department in order to clear a permit are

included in the scope of work. Geotechnical Engineering is not a part of the scope of work. Landscape architecture is not a part of the work.

- 2.0.4 Civil Engineering:** Civil engineering will be performed by Penco Engineering, Inc. as sub-consultant to IDS Group, and will prepare areal surveys, grading, drainage, boundary reviews, hydrology studies, and easements for each parking lot including sidewalks, driveway entrances, drainage runoff clarifiers, etc. Offsite work is not included in this scope of work. Offsite would include designs and drawings for work in the Street Rights of Way, or canals. Please see the attached scope of work from Penco Engineering.

## **I Preliminary Engineering Tasks:**

### **A. SITE VISIT AND RESEARCH**

**PENCO Engineering Inc.** will walk the site and establish the limits of work and topographic survey. This task will also include researching and reviewing all existing plans and other documentation needed for the preparation of the construction documents. Obtain copies of record data maps (i.e.: Tract Maps, Parcel Maps and Records of Survey), Corner Records, Centerline Tie Notes, Benchmarks, and utility drawings, as available with the Housing Authority of Los Angeles County as well as other applicable governmental agencies and utility providers.

### **B. TOPOGRAPHIC SURVEY OF PARKING LOTS AND HOUSING UNITS**

#### **I. CONSTRAINT MAP**

**PENCO Engineering, Inc.** shall verify existing and proposed street rights-of way with the applicable City/County departments. **PENCO Engineering, Inc.** shall compile record data street central lines and property lines in accordance with information on file at the Los Angeles Recorder's Office. **PENCO Engineering, Inc.** will also plot existing easements of record as noted here in and Preliminary Title Report as provided by the Housing Authority of Los Angeles County.

#### **II. HORIZONTAL AND VERTICAL CONTROL**

**PENCO Engineering, Inc.** shall field locate existing street centerline and property line survey monuments. Said locations will be recorded on daily survey field notes. Said field measurement and ultimate mapping data shall be based upon GPS NAD '83 grid coordinate system. **PENCO Engineering, Inc.** shall incorporate existing NAVD' '88 Los Angeles County benchmarks. **PENCO Engineering, Inc.** shall establish a minimum of six (6) temporary project benchmarks to be utilized throughout the project reconstruction process.

#### **III. AERIAL TOPOGRAPHIC MAP**

##### **a. AERIAL GROUND CONTROL**

**PENCO Engineering, Inc.** shall coordinate with the aerial mapping consultant to provide aerial flight and topographic map of subject site.

**PENCO Engineering, Inc.** shall place the required number of photo ground control targets to facilitate and satisfy current topographic mapping standards

in accordance with American Congress of Survey and Mapping (ACSM) and American Society for Photogrammetry and Remote Sensing standards of 1999.

**b. AERIAL CONSULTANT FOR CARMELITOS**

Aerial Consultant shall provide topographic survey map at a scale of 1"=40' to include one (1') foot contours, one hundred (100') foot spot elevations and topo limits shall include:

1. Existing buildings numbered three (3) through eighty-seven (87);
2. Existing buildings labeled: Administration, Family Enrichment Center, Day Care Center, Community Center and Senior Housing Apartments;
3. Existing parking lots numbered one (1) through twenty (20);
4. Project on-site streets inclusive of Via Wanda and Via Carmelitos.

**c. OFFICE MAPPING OF GROUND SPECIFIC DATA ADDED TO TOPOGRAPHIC MAP**

**PENCO Engineering, Inc.** shall incorporate the utility research data, the horizontal and vertical GPS control, the constrain map street centerline and property line data with the aerial topographic survey map in accordance with the American Congress of Surveying & Mapping (ACSM) 1999 mapping requirements for the project specified area as identified within item no. 9 below. Said mapping shall include:

1. One (1.0') Contours;
2. One-hundred (100') spot elevations;
3. On-site utility facilities as evidenced by research data notes therein and field locations also referenced herein.
4. Identification of field located utilities along with invert elevations of existing sewer and storm drain line.

**IV. GROUND SPECIFIC TOPO TRIP NUMBER ONE**

**This is inclusive of the following:**

1. Parking lot number 4 with adjacent residential units numbered 13, 16-20
2. Parking lot number 7 with adjacent residential units 29-31
3. Parking lot number 8 with adjacent residential units 32-36
4. Parking lot number 9 with adjacent residential units 37-42
5. Parking lot number 10 with adjacent residential units 43-47

**PENCO Engineering, Inc.** will obtain field elevations and locations of existing curbs, gutters, finish asphalt pavement, sidewalks, and trash areas.

**PENCO Engineering, Inc.** will also verify path of travel (POT) from existing parking lots to the fronts of existing buildings, patio areas up to and including the front door entries of each individual residential unit. Said locations will include front patio walls, fences, gates and finish surface elevations. **PENCO Engineering, Inc.** will incorporate the above noted field locations and elevations into the existing topographic survey map.

## *V. GROUND SPECIFIC TOPO TRIP NUMBER TWO*

### **This is inclusive of the following:**

1. Parking lot number 6 with adjacent residential units 25-27
2. Parking lot number 12 with adjacent residential units 51-56
3. Parking lot number 13 with adjacent residential units 57-60
4. Parking lot number 14 with adjacent residential units 61-64
5. Parking lot number 15 with adjacent residential units 65-70

**PENCO Engineering, Inc.** will obtain field elevations and locations of existing curbs, gutters, finish asphalt pavement, sidewalks, and trash areas. **PENCO Engineering, Inc.** will also verify path of travel (POT) from existing parking lots to the fronts of existing buildings, patio areas up to and including the front door entries of each individual residential unit. Said locations will include front patio walls, fences, gates and finish surface elevations. **PENCO Engineering, Inc.** will incorporate the above noted field locations and elevations into the existing topographic survey map. Please see attached Exhibit A for more details.

## *VI. GROUND SPECIFIC TOPO TRIP NUMBER THREE*

### **This is inclusive of the following:**

1. Parking lot number 16 with adjacent residential units 71-74
2. Parking lot number 17 with adjacent residential units 75-77, 84, 86
3. Parking lot number 18 with adjacent residential units 78-80
4. Parking lot number 19 with adjacent residential units 81-83
5. Administration Building, Parking Lot and Tot Lot.

**PENCO Engineering, Inc.** will obtain field elevations and locations of existing curbs, gutters, finish asphalt pavement, sidewalks, and trash areas. **PENCO Engineering, Inc.** will also verify path of travel (POT) from existing parking lots to the fronts of existing buildings, patio areas up to and including the front door entries of each individual residential unit. Said locations will include front patio walls, fences, gates and finish surface elevations. **PENCO Engineering, Inc.** will incorporate the above noted field locations and elevations into the existing topographic survey map. Please see attached Exhibit A for more details.

## *VII. STORM DRAIN INLET AND CHANNEL DETAIL*

**PENCO Engineering, Inc.** shall obtain field locations and elevations of existing storm drain lateral that collect on-site drainage and outlet into the existing concrete "U" channel along the northerly property line of subject site. Said field locations and elevations will be added to and represented on the overall project Topographic Survey Map.

## *VIII. REMAINING BUILDING FINISH FLOOR ELEVATIONS*

**PENCO Engineering, Inc.** shall obtain finish floor elevations for each of the twenty (20) residential buildings that were not previously identified within the "Ground Specific Topo" trips 1, 2 or 3. Said elevations will only include, at this

particular time, finish floors as a determination will be made by the Housing Authority and *PENCO Engineering, Inc.* if any of these units appear to have issues with ADA compliance. As specific buildings are determined to have "non-compliance" issues the need for further ground specific information will be decided at that time.

#### **IX. REMAINING ADA VERIFICATION AT T&M FOR FINAL 20 BUILDING**

##### **A. COMPLETE ADA PATH OF TRAVEL (POT) VERIFICATIONS FOR REMAINING 20 BUILDINGS AT CARMELITOS**

*PENCO Engineering, Inc.* shall provide one (1) set of offset stakes to facilitate the construction of the ADA handicap ramps and concrete walkways. Said staking shall take place with a single site "movein" and all stakes will be graded to plan finish surface elevations.

##### **b-1. AERIAL CONSULTANT FOR HARBOR HILLS**

Aerial Consultant shall provide topographic survey map at a scale of 1"=40' to include one (1') foot contours, one hundred (100') foot spot elevations and topo limits shall include:

1. Existing buildings and 7 parking areas.
2. Community building and parking areas.

*GROUND SPECIFIC TOPO TRIPS NUMBERS* to be determined is included.

##### **b-2. AERIAL CONSULTANT FOR NUEVA MARAVILLA**

Aerial Consultant shall provide topographic survey map at a scale of 1"=40' to include one (1') foot contours, one hundred (100') foot spot elevations and topo limits shall include:

1. Existing buildings and parking areas called Rosas
2. Existing buildings and parking areas labeled: Magnolias
3. Existing buildings and parking areas labeled: Cedros
4. Existing buildings and parking areas labeled: Pinos
5. Existing buildings and parking areas labeled: Palmas
6. Existing buildings and parking areas labeled: Community Building, Management and Maintenance.
7. Project on-site streets

##### **c. OFFICE MAPPING OF GROUND SPECIFIC DATA ADDED TO TOPOGRAPHIC MAP**

*PENCO Engineering, Inc.* shall incorporate the utility research data, the horizontal and vertical GPS control, the constrain map street centerline and

property line data with the aerial topographic survey map in accordance with the American Congress of Surveying & Mapping (ACSM) 1999 mapping requirements for the project specified area as identified within item no. 9 below. Said mapping shall include:

1. One (1.0') Contours;
2. One-hundred (100') spot elevations;
3. On-site utility facilities as evidenced by research data notes therein and field locations also referenced herein.
4. Identification of field located utilities along with invert elevations of existing sewer and storm drain line.

#### IV. GROUND SPECIFIC TOPO TRIP NUMBER ONE

**This is inclusive of the following:**

1. Rosas

**PENCO Engineering, Inc.** will obtain field elevations and locations of existing curbs, gutters, finish asphalt pavement, sidewalks, and trash areas.

**PENCO Engineering, Inc.** will also verify path of travel (POT) from existing parking lots to the fronts of existing buildings, patio areas up to and including the front door entries of each individual residential unit. Said locations will include front patio walls, fences, gates and finish surface elevations.

**PENCO Engineering, Inc.** will incorporate the above noted field locations and elevations into the existing topographic survey map.

#### V. GROUND SPECIFIC TOPO TRIP NUMBER TWO

**This is inclusive of the following:**

2. Cedros

**PENCO Engineering, Inc.** will obtain field elevations and locations of existing curbs, gutters, finish asphalt pavement, sidewalks, and trash areas.

**PENCO Engineering, Inc.** will also verify path of travel (POT) from existing parking lots to the fronts of existing buildings, patio areas up to and including the front door entries of each individual residential unit. Said locations will include front patio walls, fences, gates and finish surface elevations.

**PENCO Engineering, Inc.** will incorporate the above noted field locations and elevations into the existing topographic survey map. Please see attached Exhibit A for more details.

#### VI. GROUND SPECIFIC TOPO TRIP NUMBER THREE

**This is inclusive of the following:**

3. Magnolias
4. Administration Building, Parking Lot.

**PENCO Engineering, Inc.** will obtain field elevations and locations of existing curbs, gutters, finish asphalt pavement, sidewalks, and trash areas.

**PENCO Engineering, Inc.** will also verify path of travel (POT) from existing parking lots to the fronts of existing buildings, patio areas up to and including the front door entries of each individual residential unit. Said locations will include front patio walls, fences, gates and finish surface elevations.

**PENCO Engineering, Inc.** will incorporate the above noted field locations and elevations into the existing topographic survey map. Please see attached Exhibit A for more details.

#### VII. GROUND SPECIFIC TOPO TRIP NUMBER FOUR

**This is inclusive of the following:**

5. Pinos

**PENCO Engineering, Inc.** will obtain field elevations and locations of existing curbs, gutters, finish asphalt pavement, sidewalks, and trash areas.

**PENCO Engineering, Inc.** will also verify path of travel (POT) from existing parking lots to the fronts of existing buildings, patio areas up to and including the front door entries of each individual residential unit. Said locations will include front patio walls, fences, gates and finish surface elevations.

**PENCO Engineering, Inc.** will incorporate the above noted field locations and elevations into the existing topographic survey map. Please see attached Exhibit A for more details.

**VIII. GROUND SPECIFIC TOPO TRIP NUMBER FIVE**

**This is inclusive of the following:**

6. Palmas

**PENCO Engineering, Inc.** will obtain field elevations and locations of existing curbs, gutters, finish asphalt pavement, sidewalks, and trash areas.

**PENCO Engineering, Inc.** will also verify path of travel (POT) from existing parking lots to the fronts of existing buildings, patio areas up to and including the front door entries of each individual residential unit. Said locations will include front patio walls, fences, gates and finish surface elevations.

**PENCO Engineering, Inc.** will incorporate the above noted field locations and elevations into the existing topographic survey map. Please see attached Exhibit A for more details.

**B. BASE MAPS**

**PENCO Engineering Inc.** will use the topographic survey including utility information and title report provided by the County to create base maps for the design of the grading drainage and paving improvements. The base will provide enough detail and information to evaluate deficiencies and to meet with the County to layout the extent or limit of the proposed improvements.

**C. SITE VISIT WITH COUNTY AND ARCHITECT**

Once the Base Maps are prepared and deficiencies are identified **PENCO Engineering Inc.** will conduct a site walk with the County and the Architect to agree in concept on the extent of the proposed improvements. This meeting will help **PENCO Engineering Inc.** to layout the preliminary engineering plans. At this time, we anticipate improving, parking lots, driveways, sidewalks and roadway ramps from the parking lots to the walk way areas. In the event that some additional work is required within the units, **PENCO Engineering, Inc.** will assess the scope at that time. We have not included work on areas between sidewalks and buildings in this proposal.

**D. PRELIMINARY GRADING DRAINAGE AND PAVING PLAN**

Once we have met with the County and the Project Architect **PENCO Engineering Inc.** will prepare the preliminary grading, drainage and paving plans. The main goal will be to ensure proper drainage of the site, access to

housing units, drivability, and compliance with all County and ADA standards. The preliminary plans will provide enough information to serve as a basis for cost analysis and budget comparison.

#### **E. PRELIMINARY CONSTRUCTION COST ESTIMATES**

**PENCO Engineering Inc.** will prepare a preliminary engineering construction cost estimate providing quantity and cost for the construction of all proposed improvements and for comparison with existing budget.

#### **F. PROJECT MANAGEMENT AND MEETINGS**

**PENCO Engineering, Inc.** shall provide in house quality control/quality assurance, project management and coordination with the Design Team and Client, including "in person" coordination meetings with the Owner, as needed. We have budgeted two (2) meetings.

### **II Final Engineering**

#### **A. FINAL CONSTRUCTION DRAWINGS**

Once the preliminary plans and estimates have been reviewed and approved by the County, **PENCO Engineering Inc.** will prepare Final construction drawings for the grading paving and drainage of the proposed facilities including sidewalks and access ramps to the units. The plans will clearly depict proposed top of curb and flow line elevations as well as the location of proposed new concrete "V" gutters, drainage inlets, access ramps etc. The plans will also depict the limits and type of pavement, i.e.: PCC or AC and the reconstruction of driveways into the parking lot areas as needed. The plans will be prepared and organized to facilitate the phasing of the construction of this project as determined by the County.

#### **B. HYDROLOGY AND HYDRAULIC REPORT**

**PENCO Engineering Inc.** will prepare a hydrology report to identify drainage patterns, to quantify surface runoff volumes and to make recommendations for flood control and water quality measures needed for this project.

#### **C. NPDES – SWPPP**

**PENCO Engineering Inc.** will prepare a Storm Water Pollution Prevention Plan for the project to comply with NPDES regulations. This report provides the recommended erosion control Best Management Practices (BMP's) to be implemented by the Contractor(s) during the construction phase of this project. **PENCO Engineering Inc.** will also prepare the required Notice of Intent (NOI) and Notice of Termination (NOT) for this project.



#### **D. PROJECT SPECIFICATIONS**

*PENCO Engineering Inc.* will prepare project specifications for the proposed project. The specification will be prepared to County standards and include technical specifications and any special provisions for all the items of work.

#### **E. FINAL CONSTRUCTION COST ESTIMATES**

*PENCO Engineering Inc.* will prepare a final construction cost estimate once the plan is approved for construction. This estimate will be utilized for budget comparison and for evaluation of the bids submitted by the contractors.

#### **F. PROCESSING OF PERMITS – -CARMELITOS-CITY OF LONG BEACH**

*PENCO Engineering Inc.* will process all permits required by the City of Long Beach. This may include the reconstruction of driveway approaches, drainage connections to City facilities or any other work within the City right of way.

#### **F-1. PROCESSING OF PERMITS – HARBOR HILLS -CITY OF LOMITA-**

*PENCO Engineering Inc.* will process all permits required by the City of Lomita. This may include the reconstruction of driveway approaches, drainage connections to City facilities or any other work within the City right of way.

#### **F-2. PROCESSING OF PERMITS – NUEVA MARAVILLA-COUNTY OF LOS ANGELES-**

*PENCO Engineering Inc.* will process all permits required by the COUNTY OF LOS ANGELES. This may include the reconstruction of driveway approaches, drainage connections to City facilities or any other work within the City right of way.

#### **F-3. PROCESSING OF PERMITS – LANCASTER HOMES-COUNTY OF LOS ANGELES**

*PENCO Engineering Inc.* will process all permits required by the COUNTY OF LOS ANGELES. This may include the reconstruction of driveway approaches, drainage connections to City facilities or any other work within the City right of way.

## **G. PROJECT MANAGEMENT AND MEETINGS**

**PENCO Engineering, Inc.** shall provide in house quality control/quality assurance, project management and coordination with the Design Team and Client, including "in person" coordination meetings with the Owner, as needed. We have budgeted four (4) meetings.

## **III Bid and Construction Assistance Tasks**

### **A. BID ASSISTANCE**

**PENCO Engineering Inc.** will assist the County during the bidding process. This task may include attending pre-bid meetings, responding to any request for information from the perspective bidders, site meetings with the contractors as required, preparation of any addenda to the request for bids etc. We are assuming that the construction will be done in phases. For the purpose of this proposal, we have assumed four (4) phase of construction. Consequently, we have allocated in our fee four (4) bidding meetings.

### **B. ENGINEERING CONSTRUCTION SUPPORT**

**PENCO Engineering Inc.** will assist the County during the construction of the proposed improvements. This task will include the attending of construction meetings, answering requests for information (RFI's), reviewing any shop drawings or submittals required for this project, site reviews, and inspections as required by the County. We have allocated four (4) Construction Phases in our fee. **PENCO Engineering Inc.** will also prepare Record Drawings for this project. The Record drawings will be prepared based on specific Contractor information (redlines) to be provided to **PENCO Engineering Inc.** at the end of construction.

## **IV Soil Testing**

In addition, **PENCO Engineering, Inc.** recommends that soil testing be done by a geotechnical engineer to ensure proper sub-base treatment prior to pavement of parking areas per site. We anticipate a \$10,000 budget to provide a minimum of five (5) borings on selected areas per site.

**2.0.5 Support During Construction:** IDS will support the County of Los Angeles during the following subtasks of the construction phase: (a) Review of submittals, (b) Answering RFI's, (c) Conducting architectural observation, 3 site visits included for each parking area, (d) Communicating with Construction Manager (CM) and, (e) Attending project meetings, (f) Reviewing testing reports and, (g) Conducting final punch list meeting, and (h) Preparing record drawings.

**2.0.6 Cost Estimate:** IDS will prepare cost estimates for each parking area bid package.

**2.0.7** Prepare a detailed design schedule showing how the Consultant will meet the Housing Authority's target deadlines with respect to phases identified in Section 3.0 below.

**2.0.8** Provide any other consulting, engineering and/or inspection services required to complete the design and construction of the project.

**2.0.9** Provide for the Specific Work Requirements identified in 3.0 below.

### **3 SPECIFIC WORK REQUIREMENTS FOR CARMELITOS, HARBOR HILLS, NUEVA MARAVILLA, AND LANCASTER HOMES**

#### **3.0.1 Site Investigation**

The Consultant shall perform site investigation with its Civil subconsultants to review and document the conditions of existing equipment and building components. This may include, but is not limited to, items such as the following:

- 3.0.1.1 Site Visit and research
- 3.0.1.2 Survey
- 3.0.1.3 Base Maps
- 3.0.1.4 Site Visits with Owner and Architect

#### **3.0.2 Review Existing Drawings and Programming**

The Consultant shall review the available project Record Drawings and solicit programming information from Agency representative(s), proposed user/operator(s), other agents and/or consultant to ascertain design needs, requirements, criteria and constraints. Solicit and coordinate with need assessment consultant(s) to identify needs and to formulate architectural program requirements. This may include, but is not limited to, items such as the following:

- 3.0.1.1 Interfacing with various user groups on multiple levels to solicit programming information and requirements.

#### **3.0.3 Design Through Plan Check**

The Consultant shall prepare conceptual design, schematic design, design development, working drawings and specifications up to and including full plan check approval, revision of final drawings and specifications for ready-to-bid documents, including, but limited to:

- 3.0.3.1 Prepare designs, plans, drawings, calculations, and specifications for the proposed project, including but not limited to all required work scope.
- 3.0.3.2 Meet with Agency representatives, proposed user and operator, and other agents to finalize the design scope of work and intent.
- 3.0.3.3 Research and review all existing documents and data regarding the site including any available as-built information.

- 3.0.3.4 Interface with all relevant governmental and other agencies having jurisdiction over this project, and ensure that all of their requirements are addressed in the project design.
- 3.0.3.5 Present the conceptual design to multiple audiences which may include agencies such as the following: the Housing Authority, Board of Supervisors' Offices, proposed user / operator, and other agents.
- 3.0.3.6 Refine one of the conceptual design and incorporate additional features from recommended.
- 3.0.3.7 Complete schematic design, design development, and construction documents phases.
- 3.0.3.8 Design the new project, drawn to scale, in AutoCAD 2008 or a newer version of AutoCAD. Include items such as, but not limited to, demolition plans, architectural construction drawing, and specifications; and calculations; all required consultant drawings including, but not limited to, structural, mechanical and plumbing.
- 3.0.3.9 Prepare written specifications in CSI 16-division format, including sample Division 1 specifications to be provided by the Housing Authority's Representative.
- 3.0.3.10 Prepare final ready-to-bid documents for competitive bidding, fully approvable, code-compliant, plans and specifications within budget and funding deadlines.
- 3.0.3.11 Provide value engineering services. Consultant acknowledges and understands that it is the Agency's objective to construct the Work as economically as possible without sacrificing design quality. Consistent with this objective, it shall be Consultant's obligation to perform detailed value engineering during each of the design phases, and to make changes as necessary to keep the Consultant's final cost estimate within 10% of the currently established construction budget. To assist with value engineering, the Consultant shall present to Agency alternative designs, engineering, materials, and methods of construction that will reduce costs and the contract time. Failure by Consultant to comply with such obligation may constitute a breach of this Contract. Housing Authority shall have the right, at its sole discretion, to decline to approve and incorporate Consultant's cost reduction alternatives into the Work.
- 3.0.3.12 Provide reproducible final documents. The Consultant shall cause two (2) sets of prints, specifications, estimates, etc. to be provided to the Agency at all submittal phases including such sets as may be required for plan check agencies and (one) 1 complete set of approved, reproducible construction documents to be delivered for construction solicitation purposes. The cost of reproducing these documents is included in the Consultant's basic fee.
- 3.0.3.13 Submit drawings at various design phases to the Agency for review and comment. Make corrections following each submission. The design phases are identified below:

- 3.0.3.13.1 Schematic phase. Prepare conceptual drawings to submit to the Housing Authority and/or public agencies such as Building and Safety, Fire Department, Planning Department, and other agencies as required, to identify and confirm all code requirements.
- 3.0.3.13.2 Construction Documents at 50% completion.
- 3.0.3.13.3 Construction Documents at 90% completion. Finally, by the due date indicated in the Notice to Proceed, Consultant shall submit all required drawings, specifications, calculations, and documents for plan check to all authorities having jurisdiction over the project including but not limited to Building and Safety, Fire Department, Grading and Drainage Division, and local Planning departments. Complete all required corrections including those of any subconsultants and coordinate corrections among all disciplines. Prepare and make in-person re-submittals until all authorities having jurisdiction approve all the plans, specifications, and calculations.
- 3.0.3.14 Make any and all corrections or changes required by jurisdictions. The Consultant shall promptly make all corrections or changes in the construction documents necessary to obtain approval of the agencies described above for construction, services, and occupancy without additional compensation or reimbursement.
- 3.0.3.15 Prepare cost estimates. Consultant shall prepare a written cost estimate on an electronic spreadsheet format program so that "what-if" scenarios and value-engineering options can, if necessary, be considered throughout the design process. Additionally, Consultant shall prepare an ongoing value-engineering list of items with dollar amounts at each design phase that identifies possible options that may help project stay under budget during each design and construction phases. Submit cost estimates in the following format and at the following phases:
  - 3.0.3.15.1 Construction Documents. Provide an updated, detailed itemized take-off estimate at 50% completion of construction documents; and final detailed itemized take-off estimate at 90% completion of construction documents phase (plan check submittal).

#### **3.4 BIDDING**

- 3.4.1 The Consultant shall assist with the preparation of bid packages.
- 3.4.2 The Consultant shall attend Pre-bid walk through and answer any questions.
- 3.4.3 The Consultant shall issue addenda, as needed. Prepare responses and answers to questions raised by bidders.
- 3.4.4 The Consultant shall review bids, review and make a determination on all proposed

equals (substitutions), and make on recommendation on bids.

- 3.4.5 The Consultant shall re-bid, if required; including update and revision of bid packages as needed for a second bidding.

### **3.5 CONSTRUCTION ADMINISTRATION**

- 3.5.1 The Consultant shall review contractors' change order requests and determine eligibility and reasonableness of items and cost; counter-sign change orders.
- 3.5.2 The Consultant shall conduct periodic observations and provide approval certifications for the work observed. Project includes 25 site meetings.
- 3.5.3 The Consultant shall provide construction administration services including, but not limited to, the following tasks:
  - 3.5.3.1 Attend pre-construction conferences, change order negotiation meetings, and weekly on-site construction progress meetings with contractors, Housing Authority Representatives, Owner's Representative, and Construction Management Representative.
  - 3.5.3.2 Review and comment on all contractors' submittals (response time for each in parentheses) including product data (5 days), shop drawings (5 days), landscape / plant materials (2 days), alternates (5 days), requests for information (24 hours), project schedule (5 days), substitutions (5 days), and closeout submittals (5 days). Architect to review and make a determination on all proposed equals, validate the quality of the proposed material, and to solicit the Owner's or Owner's representative's approval on changed materials.
  - 3.5.3.3 Provide written observation reports of work to help assure good workmanship and compliance with specifications, and all applicable codes, and regulations.
  - 3.5.3.4 Prepare, maintain, and update project meeting minutes following each construction job site meeting in a format approved by the Owner's representative. Minutes will be prepared or updated following the weekly job site meetings and distributed to construction team members, including the contractor, Housing Authority, and other team members as required within three business days of the weekly job site meetings.
  - 3.5.3.5 Coordinate inspection activities with hazardous material removal consultants, if necessary.
  - 3.5.3.6 Conduct inspections to verify that all phases of contractor's work comply with project contract documents and manufacturer's specifications. Report any defective work to the Housing Authority Representatives.

3.5.3.7 Document, through issuance of regular, periodic reports, construction activities including all noted and corrected deficiencies observed.

3.5.3.8 Verify and co-sign progress payments to ensure Consultant is requesting only appropriate amounts for work-in-place.

3.5.3.9 Solicit, review and incorporate changes from the contractor's marked up as-built set into a final as-built set of drawings; then upon project completion, provide one electronic set, one reproducible set, and one bond paper set to the Owner and Owner's representative.

**3.5.4 Trouble-shooting**

The Consultant shall trouble-shoot and submit written solutions to resolve construction defects and disputes.

**3.6 Design Within Funding Limits**

The Consultant shall re-design the project to meet the above-named budgetary targets at no cost to the Housing Authority, if the proposed design as bid varies more than 10% above the Housing Authority's budget or more than 10% below the budget.

**3.7 Standard of Care**

The Consultant shall represent, covenant, and agreed to all of the services to be furnished by the Consultant under or pursuant to this Contract, from the inception of this Contract until the Project has been fully completed, shall be of a standard and quality that prevails among highly qualified and competent architects engaged in architectural practice in the Southern California area under the same or similar circumstances involving the design and construction of a project having characteristics that are similar to the Project (including without limitation, public nature, comparable scope, quality and schedule ["Professional Standard"]).

Consultant shall accept the special relationship of trust and confidence established between it and Housing Authority by this Contract.

The Consultant shall covenant to design the Project and produce the necessary Construction Documents, and to further the interests of Housing Authority in accordance with Housing Authority's requirements and procedures, in accordance with the Professional Standard and in compliance with all applicable restrictions, laws, codes, and regulations in effect throughout the period that Consultant is performing services under this Contract.

The Consultant shall be responsible for the professional quality, technical accuracy, and the coordination of all designs, drawings, specifications, and other services furnished by the Consultant under this contract.

The Consultant shall, without additional compensation, correct or revise any errors or deficiencies in its designs, drawings, specifications, and other services that do not meet the Professional Standard.

### **3.8 Project Schedule**

The Consultant shall work in accordance with the Project Schedule established in the Notice to Proceed for each project or assignment under this Contract.

The Consultant shall provide monthly updates as needed to track design progress, including design Consultants' progress, using Microsoft Schedule or similar scheduling software. If using other similar scheduling software, the choice of software needs to be approved by the Owner's representative prior to implementing.

## **4.0 RESPONSIBILITIES FOR CARMELITOS, HARBOR HILLS, NUEVA MARAVILLA, AND LANCASTER HOMES**

The Housing Authority and the Consultant's responsibilities are as follows:

### **Housing Authority**

#### **4.0.1 Personnel**

- 4.0.1.1 The Housing Authority shall monitor the Consultant's performance in the daily operation of this Contract.
- 4.0.1.1 The Housing Authority shall provide direction to the Consultant in areas relating to policy, information and procedural requirements.
- 4.0.1.1 The Housing Authority shall prepare amendments to the Contract in accordance with the Contract.

#### **4.0.2 Project Manager**

- 4.0.2.1 The Consultant shall provide a full-time Project Manager with an Architectural license from the State of California with at least five (5) years of experience in managing projects of similar size and scope as contained in this Statement of Work.
- 4.0.2.1 The Consultant's Project Manager shall act as a central point of contact with the Housing Authority, and shall have full authority to act for the Consultant on all matters relating to the daily operation of the Contract.
- 4.0.2.1 The Consultant shall provide a telephone number where the Project Manager may be reached on a twenty-four (24) hour per day basis. The Project Manager must be available during all hours, 365 days per year.
- 4.0.2.1 The Consultant's Project Manager shall be able to effectively communicate, in English, both orally and in writing.



### **4.0.3 Personnel**

- 4.0.3.1 The Consultant shall assign a sufficient number of employees to perform the required work. At least one employee on site shall be authorized to act for the Consultant in every detail and must be able to communicate effectively.
- 4.0.3.2 The Housing Authority requires the Consultant, at the Consultant's expense, to conduct background security checks on their employees assigned to the Contract.

### **4.0.4 Uniform / Identification**

- 4.0.4.1 The Consultant's employees must wear visible identification when working under the Contract on Housing Authority property. The identification shall be Housing Authority Visitor ID
- 4.0.4.2 The Consultant's employees must sign in and out at the receptionist desk at the beginning and ending of each workday.

### **4.0.5 Materials and Equipment**

The Consultant is responsible for the purchase of all materials/equipment to provide the needed services. The Consultant shall use materials and equipment that are safe for the environment and safe for use by the Consultant's employee.

### **4.0.6 Training**

The Consultant shall provide training programs for all new employees and continuing in-service training for all employees. All employees shall be trained in their assigned tasks and in the safe handling of equipment. All equipment shall be checked daily for safety. All employees must wear safety and protective gear according to Cal-OSHA standards.

### **4.0.7 Consultant's Office**

The Consultant shall maintain an office with a telephone in the company's name where the Consultant conducts business. At least one employee who can respond to inquiries and complaints that may be received about the Consultant's performance of the Contract shall staff the office during the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday. When the office is closed, an answering service shall be provided to receive calls. The Consultant shall answer calls received by the answering service within two (2) hours of receipt of the call.

### **4.0.8 Periodic Meetings**

Consultant is required to attend a periodically scheduled meeting. Failure to attend will cause an assessment of fifty dollars (\$50.00).

## **5.0 HOURS / DAYS OF WORK FOR CARMELITOS, HARBOR HILLS, NUEVA MARAVILLA, AND LANCASTER HOMES**

Housing Authority office hours are from 8:00 a.m. to 5:00 p.m. Housing Authority offices are closed on the following Holidays:

- New Years Day
- Martin Luther King Day
- Presidents Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Christmas Day

## **6.0 QUALITY CONTROL PLAN FOR CARMELITOS, HARBOR HILLS, NUEVA MARAVILLA, AND LANCASTER HOMES**

The Consultant shall establish and utilize a comprehensive Quality Control Plan to assure the Housing Authority a consistently high level of service throughout the term of the Contract. The Plan shall be submitted to the Housing Authority for review. The plan shall include, but not be limited to the following:

- Method of monitoring to ensure that Contract requirements are being met;
- A record of all inspections conducted by the Consultant;
  - any corrective action taken,
  - the time a problem was first identified,
  - a clear description of the problem,
  - and the time elapsed between identification and completed corrective action,
- The record shall be provided to the Housing Authority upon request.

## **7.0 QUALITY ASSURANCE PLAN FOR CARMELITOS, HARBOR HILLS, NUEVA MARAVILLA, AND LANCASTER HOMES**

The Housing Authority will evaluate the Consultant's performance under this Contract using the following quality assurance procedures:

### **7.0.1 Performance Requirements Summary (*Exhibit 1*)**

The Housing Authority shall use a Performance Requirements Summary (PRS) chart, Technical Exhibit 1, to monitor the Consultant's work performance and efforts to remedy any and all deficiencies throughout the term of this Contract. The chart shall contain, at a minimum, the following:

- Each section of the Contract/SOW referenced and identified;
- The standard of performance (description of the work requirement)
- The method to be used to monitor work performance
- The fees/deductions to be assessed for each service that is not satisfactory

All listings of services used in the PRS are intended to be completely consistent with the Contract and the SOW, and are not meant in any case to create, extend, revise, or expand any obligation of the Consultant beyond that defined in the Contract and the SOW. In any case of apparent inconsistency between services as stated in the Contract and the SOW and this PRS, the meaning apparent in the Contract and the SOW will prevail. If any service seems to be created in this PRS which is not clearly and forthrightly set forth in the Contract and the SOW, that apparent service will be null and void and place no requirement on the Consultant.

When the Consultant's performance does not conform to the requirements of this Contract, the Housing Authority will have the option to apply the following non-performance remedies:

- Require the Consultant to implement a formal corrective action plan, subject to approval by the Housing Authority. In the plan, the Consultant must include reasons for the unacceptable performance, specific steps to return performance to an acceptable level, and monitoring methods to prevent recurrence.
- Reduce payment to the Consultant by a computed amount based on the penalty fee(s) in the PRS.
- Reduce, suspend or cancel this Contract for systematic, deliberate misrepresentations or unacceptable levels of performance.
- Failure of the Consultant to comply with or satisfy the request(s) for improvement of performance or to perform the neglected work specified within ten (10) days shall constitute authorization for the Housing Authority to have the service(s) performed by others. The entire cost of such work performed by others as a consequence of the Consultant's failure to perform said service(s), as determined by the Housing Authority, shall be credited to the Housing Authority on the Consultant's future invoice.

This section does not preclude the Housing Authority's right to terminate the contract upon thirty (30) days written notice with or without cause, as provided for in the Contract.

#### **7.0.2 Periodic Performance Reviews**

The Housing Authority will conduct periodic reviews to evaluate the Consultant's performance.

#### **7.0.3 Contract Deficiency Notice**

The Housing Authority will make verbal notification to the Consultant of a Contract deficiency as soon as the deficiency is identified. The problem should be resolved within a time period mutually agreed upon by the Housing Authority and the Consultant.

If resolution of the deficiency does not result from the verbal notification, the Housing Authority will determine whether a formal Contract Deficiency Notice shall be issued. Upon receipt of this document, the Consultant is required to respond in writing to the Housing Authority within five (5) workdays, acknowledging the reported deficiencies or presenting contrary evidence. A plan for correction of all

deficiencies identified in the Contract Discrepancy Report shall be submitted to the Housing Authority within ten (10) workdays.

#### **7.0.4 Housing Authority Observations**

In addition to divisional contracting staff, other Housing Authority personnel may observe performance, activities, and review documents relevant to this Contract at any time during normal business hours. However, these personnel may not unreasonably interfere with the Consultant's performance.

#### **8.0 ADDITION/DELETION OF SERVICES FOR CARMELITOS, HARBOR HILLS, NUEVA MARAVILLA, AND LANCASTER HOMES**

The Housing Authority reserves the right to add or delete services during the term of the Contract. The Consultant's fees will be adjusted by negotiation between the Housing Authority and the Consultant.

**EXHIBIT 1**  
**PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART**

Article I. REFERENCE/Article II. REQUIRED SERVICE	Article III. STANDARD OF PERFORMANCE	Article IV. MONITORING METHOD	Article V. DEDUCTIONS/FEEES TO BE ASSESSED
Site Investigation (SOW Section 3.0)	Completion of Site Investigation	Review Site Condition in Design Progress Meeting	Withhold payment for that service.
Review Existing Drawing and Programming (SOW Section 3.0)	Completion of Review Existing Drawing and Programming	Review progress in Design Progress Meeting	Withhold payment for that service.
Design Through Plan Check (SOW Section 3.0)	Completion of Design, Cost Estimate, and Construction Documents	Receipt of final Construction Documents	Withhold payment for that service.
Bidding (SOW Section 3.0)	Completion of Bidding	Receipt of Acceptable Bids	Withhold payment for that service.
Construction Administration (SOW Section 3.0)	Completion of Construction	Completing all requirement services	Withhold payment for that service.

**ATTACHMENT C**

**REQUIRED AGREEMENT  
FORMS**

**ATTACHMENT D**

**REQUIRED CONTRACT  
NOTICES**

## **BACKGROUND AND RESOURCES: CALIFORNIA CHARITIES REGULATION**

There is a keen public interest in preventing misuse of charitable contributions. California's "Supervision of Trustees and Fundraisers for Charitable Purposes Act" regulates those raising and receiving charitable contributions. The "Nonprofit Integrity Act of 2004" (SB 1262, Chapter 919) tightened Charitable Purposes Act requirements for charitable organization administration and fundraising.

The Charitable Purposes Act rules cover California public benefit corporations, unincorporated associations, and trustee entities. They may include similar foreign corporations doing business or holding property in California. Generally, an organization is subject to the registration and reporting requirements of the Charitable Purposes Act if it is a California nonprofit public benefit corporation or is tax exempt under Internal Revenue Code § 501(c)(3), and not exempt from reporting under Government Code § 12583. Most educational institutions, hospitals, cemeteries, and religious organizations are exempt from Supervision of Trustees Act requirements.

Key new Charitable Purposes Act requirements affect executive compensation, fundraising practices and documentation. Charities with over \$2 million of revenues (excluding grants and service-contract funds a governmental entity requires to be accounted for) have new audit requirements. Charities required to have audits must also establish an audit committee whose members have no material financial interest in any entity doing business with the charity.

Organizations or persons that receive or raise charitable contributions are likely to be subject to the Charitable Purposes Act. A bidder/proposer on Commission and/or Housing Authority contracts must determine if it is subject to the Charitable Purposes Act and certify either that:

- It is not presently subject to the Act, but will comply if later activities make it subject, or,
- If subject, it is currently in compliance.

### **RESOURCES**

The following resource references are offered to assist bidders/proposers who engage in charitable contributions activities, however, each bidder/proposer is responsible to research and determine its own legal obligations and properly complete the Charitable Contributions Certification form.

In California, supervision of charities is the responsibility of the Attorney General, whose website, <http://caag.state.ca.us/>, contains much information helpful to regulated charitable organizations.

#### **1. LAWS AFFECTING NONPROFITS**

The "Supervision of Trustees and Fundraisers for Charitable Purposes Act" is found at California Government Code §§ 12580 through 12599.7. Implementing regulations are found at Title 11, California Code of Regulations, §§ 300 through 312. In California, charitable solicitations ("advertising") are governed by Business & Professions Code §§ 17510 through 17510.95. Regulation of nonprofit corporations is found at Title 11, California Code of Regulations, §§ 999.1 through 999.5. (Amended regulations are pending.) Links to all of these rules are at: <http://caag.state.ca.us/charities/statutes.htm>.

#### **2. SUPPORT FOR NONPROFIT ORGANIZATIONS**

Several organizations offer both complimentary and fee-based assistance to nonprofits, including in Los Angeles, the *Center for Nonprofit Management*, 606 S. Olive St #2450, Los Angeles, CA 90014 (213) 623-7080 <http://www.cnmsocal.org/>, and statewide, the *California Association of Nonprofits*, <http://www.canonprofits.org/>. Both organizations' websites offer information about how to establish and manage a charitable organization.

The above information, including the organizations listed, is for informational purposes only. Nothing contained in this sub-section shall be construed as an endorsement by the Commission of such organizations.





Department of the Treasury  
Internal Revenue Service

## Notice 1015

(Rev. December 2004)

### Have You Told Your Employees About the Earned Income Credit (EIC)?

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#### What Is the EIC?

The EIC is a refundable tax credit for certain workers.

**What's New.** Workers cannot claim the EIC if their 2004 investment income (such as interest and dividends) is over \$2,650.

#### Which Employees Must I Notify About the EIC?

You must notify each employee who worked for you at any time during the year and from whom you did not withhold income tax. However, you do not have to notify any employee who claimed exemption from withholding on Form W-4, Employee's Withholding Allowance Certificate.

**Note.** You are encouraged to notify each employee whose wages for 2004 are less than \$35,458 that he or she may be eligible for the EIC.

#### How and When Must I Notify My Employees?

You must give the employee one of the following:

- The IRS Form W-2, Wage and Tax Statement, which has the required information about the EIC on the back of Copy B.
- A substitute Form W-2 with the same EIC information on the back of the employee's copy that is on Copy B of the IRS Form W-2.
- Notice 797, Possible Federal Tax Refund Due to the Earned Income Credit (EIC).
- Your written statement with the same wording as Notice 797.

If you are required to give Form W-2 and do so on time, no further notice is necessary if the Form W-2 has the required information about the EIC on the back of the employee's copy. If a substitute Form W-2 is given on time but does not have the required information, you must notify the employee within 1 week of the date the substitute Form W-2 is given. If Form W-2 is required but is not given on time, you must give the employee Notice 797 or your written statement by the date Form W-2 is required to be given. If Form W-2 is not required, you must notify the employee by February 7, 2005.

You must hand the notice directly to the employee or send it by First-Class Mail to the employee's last known address. You will not meet the notification requirements by posting Notice 797 on an employee bulletin board or sending it through office mail. However, you may want to post the notice to help inform all employees of the EIC. You can get copies of the notice by calling 1-800-829-3676, or from the IRS website at [www.irs.gov](http://www.irs.gov).

#### How Will My Employees Know If They Can Claim the EIC?

The basic requirements are covered in Notice 797. For more detailed information, the employee needs to see the 2004 instructions for Form 1040, 1040A, 1040EZ, or Pub. 596, Earned Income Credit (EIC).

#### How Do My Employees Claim the EIC?

Eligible employees claim the EIC on their 2004 tax return. Even employees who have no tax withheld from their pay or owe no tax can claim the EIC and get a refund, but they must file a tax return to do so. For example, if an employee has no tax withheld in 2004 and owes no tax but is eligible for a credit of \$791, he or she must file a 2004 tax return to get the \$791 refund.

#### How Do My Employees Get Advance EIC Payments?

Eligible employees who expect to have a qualifying child for 2005 can get part of the credit with their pay during the year by giving you a completed Form W-5, Earned Income Credit Advance Payment Certificate. You must include advance EIC payments with wages paid to these employees, but the payments are not wages and are not subject to payroll taxes. Generally, the payments are made from withheld income, social security, and Medicare taxes. For details, see Pub. 15 (Circular E), Employer's Tax Guide.

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Notice 1015  
(Rev. 12-2004)

**No shame.  
No blame.  
No names.**

**Newborns can be safely given up  
at any Los Angeles County  
hospital emergency room or fire station.**



**In Los Angeles County:  
1-877-BABY SAFE  
1-877-222-9723  
[www.babysafe1a.org](http://www.babysafe1a.org)**



**State of California**  
Gray Davis, Governor

**Health and Human Services Agency**  
Grantland Johnson, Secretary

**Department of Social Services**  
Rita Saenz, Director



**Los Angeles County Board of Supervisors**

Glenn Molina, Supervisor, First District  
Yvonne Brathwaite Burke, Supervisor, Second District  
Zev Yaroslavsky, Supervisor, Third District  
Don Knabe, Supervisor, Fourth District  
Michael D. Antonovich, Supervisor, Fifth District

**This initiative is also supported by First 5 LA and INFO LINE of Los Angeles.**

### **What is the Safely Surrendered Baby Law?**

California's Safely Surrendered Baby Law allows parents to give up their baby confidentially. As long as the baby has not been abused or neglected, parents may give up their newborn without fear of arrest or prosecution.

### **How does it work?**

A distressed parent who is unable or unwilling to care for a baby can legally, confidentially and safely give up a baby within three days of birth. The baby must be handed to an employee at a Los Angeles County emergency room or fire station. As long as the child shows no signs of abuse or neglect, no name or other information is required. In case the parent changes his or her mind at a later date and wants the baby back, workers will use bracelets to help connect them to each other. One bracelet will be placed on the baby, and a matching bracelet will be given to the parent.

### **What if a parent wants the baby back?**

Parents who change their minds can begin the process of reclaiming their newborns within 14 days. These parents should call the Los Angeles County Department of Children and Family Services at 1-800-540-4000.

### **Can only a parent bring in the baby?**

In most cases, a parent will bring in the baby. The law allows other people to bring in the baby if they have legal custody.

### **Does the parent have to call before bringing in the baby?**

No. A parent can bring in a baby anytime, 24 hours a day, 7 days a week so long as the parent gives the baby to someone who works at the hospital or fire station.

### **Does a parent have to tell anything to the people taking the baby?**

No. However, hospital personnel will ask the parent to fill out a questionnaire designed to gather important medical history information, which is very useful in caring for the child. Although encouraged, filling out the questionnaire is not required.

### **What happens to the baby?**

The baby will be examined and given medical treatment, if needed. Then the baby will be placed in a pre-adoptive home.

### **What happens to the parent?**

Once the parent(s) has safely turned over the baby, they are free to go.

### **Why is California doing this?**

The purpose of the Safely Surrendered Baby Law is to protect babies from being abandoned by their parents and potentially being hurt or killed. You may have heard tragic stories of babies left in dumpsters or public bathrooms. The parents who committed these acts may have been under severe emotional distress. The mothers may have hidden their pregnancies, fearful of what would happen if their families found out. Because they were afraid and had nowhere to turn for help, they abandoned their infants. Abandoning a baby puts the child in extreme danger. It is also illegal. Too often, it results in the baby's death. Because of the Safely Surrendered Baby Law, this tragedy doesn't ever have to happen in California again.

### **A baby's story**

At 8:30 a.m. on Thursday, July 25, 2002, a healthy newborn baby was brought to St. Bernardine Medical Center in San Bernardino under the provisions of the California Safely Surrendered Baby Law. As the law states, the baby's mother did not have to identify herself. When the baby was brought to the emergency room, he was examined by a pediatrician, who determined that the baby was healthy and doing fine. He was placed with a loving family while the adoption process was started.

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**Every baby deserves a chance for a healthy life. If someone you know is considering abandoning a newborn, let her know there are other options.**

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*It is best that women seek help to receive proper medical care and counseling while they are pregnant. But at the same time, we want to assure parents who choose not to keep their baby that they will not go to jail if they deliver their babies to safe hands in any Los Angeles County hospital ER or fire station.*

# **Sin pena. Sin culpa. Sin peligro.**

**Los recién nacidos pueden ser entregados  
en forma segura en la sala de emergencia de  
cualquier hospital o en un cuartel de bomberos  
del Condado de Los Angeles.**



**En el Condado de Los Angeles:**

**1-877-BABY SAFE**

**1-877-222-9723**

**[www.babysafela.org](http://www.babysafela.org)**



**Estado de California**  
Gray Davis, Gobernador

**Agencia de Salud y Servicios Humanos**  
(Health and Human Services Agency)  
Grantland Johnson, Secretario

**Departamento de Servicios Sociales**  
(Department of Social Services)  
Rita Saenz, Directora



**Consejo de Supervisores del Condado de Los Angeles**

Gloria Molina, Supervisora, Primer Distrito

Yvonne Brathwaite Burke, Supervisora, Segundo Distrito

Zev Yaroslavsky, Supervisor, Tercer Distrito

Don Knabe, Supervisor, Cuarto Distrito

Michael D. Antonovich, Supervisor, Quinto Distrito

Esta iniciativa también está apoyada por First 5 LA y INFO LINE de Los Angeles.

### **¿Qué es la Ley de Entrega de Bebés Sin Peligro?**

La Ley de Entrega de Bebés Sin Peligro de California permite a los padres entregar a su recién nacido confidencialmente. Siempre que el bebé no haya sufrido abuso ni negligencia, padres pueden entregar a su recién nacido sin temor a ser arrestados o procesados.

### **¿Cómo funciona?**

El padre/madre con dificultades que no pueda o no quiera cuidar de su recién nacido puede entregarlo en forma legal, confidencial y segura, dentro de los tres días del nacimiento. El bebé debe ser entregado a un empleado de una sala de emergencias o de un cuartel de bomberos del Condado de Los Angeles. Siempre que el bebé no presente signos de abuso o negligencia, no será necesario suministrar nombres ni información alguna. Si el padre/madre cambia de opinión posteriormente y desea recuperar a su bebé, los trabajadores utilizarán brazaletes para poder vincularlos. El bebé llevará un brazalete y el padre/madre recibirá un brazalete igual.

### **¿Qué pasa si el padre/madre desea recuperar a su bebé?**

Los padres que cambien de opinión pueden empezar el proceso de reclamar a su recién nacido dentro de los 14 días. Estos padres deberán llamar al Departamento de Servicios para Niños y Familias (Department of Children and Family Services) del Condado de Los Angeles, al 1-800-540-4000.

### **¿Sólo los padres podrán llevar al recién nacido?**

En la mayoría de los casos, los padres son los que llevan al bebé. La ley permite que otras personas lleven al bebé si tienen la custodia legal del menor.

### **¿Los padres deben llamar antes de llevar al bebé?**

No. El padre/madre puede llevar a su bebé en cualquier momento, las 24 horas del día, los 7 días de la semana, mientras que entregue a su bebé a un empleado del hospital o de un cuartel de bomberos.

### **¿Es necesario que el padre/madre diga algo a las personas que reciben al bebé?**

No. Sin embargo, el personal del hospital le pedirá que llene un cuestionario con la finalidad de recabar antecedentes médicos importantes, que resultan de gran utilidad para los cuidados que recibirá el bebé. Es recomendado llenar este cuestionario, pero no es obligatorio hacerlo.

### **¿Qué ocurrirá con el bebé?**

El bebé será examinado y, de ser necesario, recibirá tratamiento médico. Luego el bebé se entregará a un hogar preadoptivo.

### **¿Qué pasará con el padre/madre?**

Una vez que los padres hayan entregado a su bebé en forma segura, serán libres de irse.

### **¿Por qué California hace esto?**

La finalidad de la Ley de Entrega de Bebés Sin Peligro es proteger a los bebés del abandono por parte de sus padres y de la posibilidad de que mueran o sufran daños. Usted probablemente haya escuchado historias trágicas sobre bebés abandonados en basureros o en baños públicos. Es posible que los padres que cometieron estos actos hayan estado atravesando dificultades emocionales graves. Las madres pueden haber ocultado su embarazo, por temor a lo que pasaría si sus familias se enteraran. Abandonaron a sus recién nacidos porque tenían miedo y no tenían adonde recurrir para obtener ayuda. El abandono de un recién nacido lo pone en una situación de peligro extremo. Además es ilegal. Muy a menudo el abandono provoca la muerte del bebé. Ahora, gracias a la Ley de Entrega de Bebés Sin Peligro, esta tragedia ya no debe suceder nunca más en California.

### **Historia de un bebé**

A las 8:30 a.m. del jueves 25 de julio de 2002, se entregó un bebé recién nacido saludable en el St. Bernardine Medical Center en San Bernardino, en virtud de las disposiciones de la Ley de Entrega de Bebés Sin Peligro. Como lo establece la ley, la madre del bebé no se tuvo que identificar. Cuando el bebé llegó a la sala de emergencias, un pediatra lo revisó y determinó que el bebé estaba saludable y no tenía problemas. El bebé fue ubicado con una buena familia, mientras se iniciaban los trámites de adopción.

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**Cada recién nacido merece una  
oportunidad de tener una vida saludable.  
Si alguien que usted conoce está pensando  
en abandonar a un recién nacido, infórmele  
qué otras opciones tiene.**

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*Es mejor que las mujeres busquen ayuda para recibir atención médica y asesoramiento adecuado durante el embarazo. Pero al mismo tiempo, queremos asegurarnos a los padres que optan por no quedarse con su bebé que no irán a la cárcel si dejan a sus bebés en buenas manos en cualquier sala de emergencia de un hospital o en un cuartel de bomberos del Condado de Los Angeles.*